

Job title: Interim Senior Chaplain to the Bishop of Oxford

Name of Employer: The Bishop of Oxford in their corporate capacity

Location: Church House Oxford, Langford Locks, Kidlington OXFORD OX5 1GF

Accountable to: The Bishop of Oxford

Key relationships: The Bishop of Oxford and his Staff

THE BISHOP OF OXFORD

Bishop Steven has been the Bishop of Oxford from 2016 and was previously the Bishop of Sheffield. He is a member of the House of Lords where he leads on Artificial Intelligence, Science and Technology for the Lords Spiritual. Bishop Steven is co-chair of the Anglican Communion Science Commission and currently sits on the national Triennium Funding Working Group and the Programme Board for Living in Love and Faith.

The new Chaplain's term of office is likely to include a Vacancy in the See of Oxford and the early months of a new episcopate. The Bishop of Dorchester will be the Acting Bishop during the Vacancy and will be fully involved in the appointment process for the chaplain. For this reason we have established this role as a four year interim post under common tenure.

THE DIOCESE OF OXFORD

The Diocese of Oxford is a living, growing network of more than a thousand churches, chaplaincies and schools across the three counties of Berkshire, Buckinghamshire and Oxfordshire. More than 2.5 million people live in the Diocese and this number is set to rise significantly over the next decade.

Key information:

- The Diocese is divided into four episcopal areas in a mature area scheme.
- The Bishop of Reading is Area Bishop for Berkshire.
- The Bishop of Buckingham is Area Bishop for Buckinghamshire.
- The Bishop of Dorchester is the Area Bishop for Oxfordshire outside the city of Oxford.
- The Bishop of Oxford has the city of Oxford as an episcopal area and oversees the whole.
- Christ Church is the Cathedral for the Diocese.

Church House Oxford is the administrative centre for the Diocese and is the base for more than 100 staff working in support of nearly 900 parishes and benefices and over 300 schools and multi academy trusts. The Bishops of Oxford and Dorchester and their teams work from Church House, Oxford. The Bishops of Buckingham and Reading each work from Area offices with their Area Teams.

OUR COMMON VISION

Over the last eight years the Diocese has been seeking to live out a common vision centred around our vocation to be a more Christ-like Church for the sake of God's world: more contemplative, more compassionate and more courageous.

Our common vision process is emergent, creative, locally shaped and contextually appropriate for each part of our diverse diocese. It is not a series of top-down programmes, reflecting that urban Slough is very different from the market town of Witney; the rural communities of West Berkshire are subtly different from the rural communities of the Cotswolds; the commuter belt in Amersham is a culturally distinct from the new town of Bicester. For this reason, we intentionally seek to develop, encourage and resource initiatives which are local and close to the ground.

We have currently discerned five key strategic priority areas within our Common Vision:

- Environmental action
- Christian formation, evangelism and discipleship
- Growing new congregations
- Schools, children and young people
- Addressing poverty and inequality

The Diocese established a Development Fund for parishes in 2018 which has so far invested more than £2 million in local projects to further our common vision. We have also benefitted from national SDF funding for resource hubs across the Diocese as part of our vision to grow new congregations.

Every new senior appointment to the diocesan team is made on the basis of a commitment to this common vision.

MAIN DUTIES AND RESPONSIBILITIES:

General

1. Be a resource to the Bishop in theological reflection and endeavour. Build up a network of briefing consultants and experts, both secular and clerical, who are willing and able to advise the Bishop from their own disciplines and studies.
2. Act as required as the Bishop's personal representative with individuals, to parishes and at particular events/meetings, and on task groups within the Diocese including the chairing of the Diocesan Emergency Planning Gold Group and liaison with faith leaders across the three counties.
3. Assist the Bishop with daily routine matters, including contact - face to face, by telephone and correspondence - over matters of a pastoral, theological, liturgical and disciplinary nature, drafting letters and references in the Bishop's name and responding in their own name to letters addressed to the Bishop where appropriate.
4. Be a member of the Bishop of Oxford's Senior Staff team alongside the Area Bishops, Archdeacons, Dean of Christ Church and Heads of Department and act as secretary and co-ordinator of the Bishop's Staff Meeting.
5. Take a lead in developing one or more of the Bishop's priorities across the Diocese or particular projects which arise from these priorities.

6. Undertake whatever other tasks the Bishop may reasonably require.

Pastoral

1. Act on the Bishop's behalf to offer pastoral support at senior level to colleagues across the Diocese and co-ordinate the offering of such support to clergy, survivors of abuse and complainants and respondents.

Administration

1. Help to maintain and build on the effective and efficient communication which exists among the Bishop's Staff and between the Bishop's Office and other offices, particularly those of the Diocesan Secretary, the Cathedral Chapter, the Communications Officer, the Safeguarding Adviser and the Diocesan Registry.
2. Service some of the Bishop's meetings by acting as secretary.
3. Liaise with the Diocesan Secretary, the Archdeacons, the Registrar, the Bishop's PA and others involved with the appointments process for beneficed and licensed office holders in the Diocese to ensure that it operates smoothly, particularly with regard to the Bishop's responsibilities.
4. Work with the Bishop's EA to ensure that the Bishop is fully and appropriately briefed for all engagements. Prepare papers for House and College of Bishops meetings and the General Synod.
5. Build on good working relationships with the Church Commissioners, and particularly the Bishops and Cathedrals Department, to ensure the adequate provision of support for the Bishop's Office and the proper maintenance of the Bishop's House.

Legal

1. Liaise with the Registry with regard to ordinations; the issue of licences; and other legal documents.
2. Act as the Bishop's Data Protection Compliance Officer for ensuring that the provisions of the Data Protection Act 1998 are followed; this includes processing subject access requests, maintaining clergy files, and providing advice to the Bishop as necessary.
3. Liaise with the Registrar, the HR Director, Diocesan Safeguarding Officer and others as requested, on matters relating to Clergy Discipline, Capability and Grievance processes.
4. Oversee the Diocesan internal complaints process on behalf of the Bishop.

Liturgy and Worship

1. Liaise with the Dean and the Precentor in relation to episcopal services in the Cathedral and with clergy in relation to services at which the Bishop will preside in parish churches and chapels. Prepare the Bishop's orders of service where necessary and check draft orders prepared by parishes.
2. Attend the Bishop in the Cathedral on principal feasts and at ordinations, and other major services. Attend the Bishop on occasion at institutions, licensing's and confirmations in the Diocese.

Research

1. Undertake research for the Bishop and liaise with those who may assist in fact sharing.

PERSON SPECIFICATION

The person appointed will:

1. Be a practising Anglican.
2. This post has attached to it an occupational requirement under the 2010 Equality Act, Part 1, Schedule 9. 2. Be mature in outlook with a deep and secure faith with a rich pattern of daily worship and well established spiritual discipline.
3. Show evidence of initiative, imagination and creativity, whilst being content to share the Bishop's vision and priorities for his ministry; be able to work to the Bishop's agenda, recognising that much of the Chaplain's work, and the credit for it, is inevitably of a 'hidden' nature.
4. Have a lively and robust intellect and be theologically well qualified (a higher level degree in theology would be an advantage but is not essential); be able to relate theology to the mission of the Church and issues of contemporary culture and society.
5. Be a good team player who can work well with others.
6. Be adaptable and flexible, able to enjoy working under pressure, to prioritise tasks and work to deadlines. Have the stamina to cope with a physically, emotionally and spiritually demanding post.
7. Possess the skills in human relations necessary for effective pastoral work; be able to handle difficult and sensitive matters with tact and diplomacy; be able to maintain strict confidentiality.
8. Be liturgically sensitive and skilled.
9. Be able to see the big picture while being capable of accurate attention to detail; have good political judgement and ability to spot the implications of particular issues and courses of action.
10. Have proven administrative, drafting and research skills; be computer literate, familiar with e-mail, word processing packages, social media and the use of data bases.
11. Be able to communicate effectively with a wide range of people belonging to institutions, organisations and other groups beyond the Church of England.
12. Be spiritually motivated and able to see opportunities for service and the proclamation of the gospel even in the most routine matters.
13. Have a full, clean driving licence.

GENERAL CONDITIONS

Standards of Behaviour and Conduct

The Chaplain, like all staff, is expected to act at all times with due consideration for others and in a manner befitting his/her position as an employee of the Church and as a professional.

Spiritual and Professional Growth

The Chaplain is expected to have a Spiritual Director, to make an annual retreat, to attend Continuous Ministerial Development (CMD) events and the annual Bishops' Chaplains' Conference.

Other Commitments

In order to facilitate the maintenance of a healthy and balanced ministry and life style, it is recognised that the Chaplain will wish to undertake responsibilities within the life of the Diocese and local community that are outside this job description. These should be agreed with the Bishop before being accepted, and, in any conflict of time or interests, commitment to supporting the work of the Bishop will be expected to take priority.

Health and Safety Responsibilities

Like all staff the chaplain is required to ensure that s/he understands and accepts the legal duties placed on him/her by the Health and Safety at Work Act not to endanger themselves or others and by the Management of Health and Safety at Work Regulations to co-operate with colleagues and management in the control of health and safety at work. Therefore, s/he is expected to:

- to read, understand and abide by the health and safety policy;
- to make themselves familiar with accident and emergency procedures on the site;
- to make themselves familiar with the findings of any risk assessments which might affect them;
- to inform their manager immediately of any health or safety deficiencies or dangerous situations or near misses;
- to set a good personal example in respect of health and safety.

Confidentiality

The Chaplain must not pass on to unauthorised persons any information obtained in the course of his/her duties without the permission of the Bishop.

TERMS OF EMPLOYMENT

Remuneration

The remuneration for this post is the same as a Residentiary Canon stipend in the Diocese of Oxford. This is £33,985 per annum.

Pension Contributions

Non-clergy staff will be automatically enrolled into the in the Pension Builder 2014 Pension Plan (PB2014) in line with legislation unless they choose to opt out. Clergy already in the Church of England Funded Pensions Scheme (CEFPS) will have the option of either remaining in this scheme or joining the PB14 scheme. Employees enrolled into PB2014 are required to contribute 3% of their pensionable salary. The employee can change their contribution at any time. The employer matches contributions in whole percentages up to 3%.

Place of Work and Housing

The Chaplain's main place of work is Church House Oxford, Langford Locks, Kidlington, OXFORD OX5 1GF. The Bishop works from Church House and also from the See House, in Kidlington.

The Chaplain and other members of his staff will also work from time to time as required at the See House.

Local housing is provided to the chaplain for the better performance of his or her duties. The present chaplain has lived in his own accommodation and has received a housing allowance on the diocesan scale.

Hours of work

The expectation is of a similar time commitment to that of a parish priest. As a general rule the Chaplain will be expected to share in daily worship outside office hours, and to keep office hours of 9.00 am to 5.00 pm with a break of one hour for lunch. There will be some evening commitments.

The rest day is generally Saturday, although there are occasional Saturday duties, when another day off may be taken in lieu. It is particularly important, given the pressures on the Bishop's diary, that the Chaplain is generally available when the Bishop is in the office. Only rarely is the Chaplain expected to accompany the Bishop on Sundays other than for institutions and confirmations. When not doing so the Chaplain is expected, to be available to take services and preach where needed in the Diocese.

The Chaplain may take one Sunday a month free of all duties.

Annual Leave

The Senior Chaplain is entitled to 36 paid annual leave days per year. This is exclusive of public and additional holidays. The leave year runs from 1st January to 31st December. Dates for leave have to take into account the Bishop's own dates for leave and those of his PA to ensure adequate cover in the Bishop's Office.

Notice

During the probationary period the employment may be terminated by one month's written notice on either side or by pay in lieu of notice by your employer. Once your appointment is confirmed the notice period will be extended to three months on either side or by pay in lieu of notice by your employer. Should you be summarily dismissed on the grounds of gross misconduct, your employment will be terminated without notice.

Probationary period

There will be a probationary period of six months.

Safeguarding: The Bishop of Oxford is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. As the Bishop's personal representative with individuals, in the Diocese of Oxford, at particular events/meetings, the postholder must share this commitment. In addition, due to the need to assist the Bishop of Oxford on parish visits, involvement in services, and coming alongside others to explore vocations, this role is subject to a satisfactory Enhanced DBS Check.

Contract

Subject to the above six-month probationary period, the post is offered on a limited term contract for four years in the first instance. The Chaplain will be given the Bishop's General Licence under Seal for the period of the employment contract.

Appraisal

There will be an annual appraisal and ministerial review by the Bishop.