

Chaplain & Interfaith Coordinator



About Jesus College

Founded in 1571 by Elizabeth I, Jesus College is a self-governing educational charity and one of the 39 constituent colleges of the University of Oxford.

The College's Principal is [Professor Sir Nigel Shadbolt FRS FEng FBCS](#) and our community comprises some 110 Fellows, 50 lecturers, 300 graduates, 400 undergraduates and 90 support staff. We have a strong commitment to academic values and success, and are characterised by an informal and friendly atmosphere. The College is located on an attractive historic site in the centre of Oxford, with excellent access to local transport links, as well as the Bodleian Library and other University libraries, the Science Area, and the University's department and faculty buildings.

Around 150 students live on our historic Turl Street site, and we also have two annexe sites in North and East Oxford which provide additional student accommodation.

In 2022 the College opened a new building on its main Oxford site - the Cheng Yu Tung Building. This transformational addition to the College includes new teaching spaces, meeting rooms, a café, a multifaith room, a gym, postgraduate accommodation and the [Cheng Kar Shun Digital Hub](#).

The smooth running of the College is thanks in large part to our highly-skilled, welcoming and friendly support staff. This community of ninety-plus people join us from all over the world, and work across ten [College departments](#). We value the contribution that all our support staff make to the College, and organise regular events through the Staff Social Committee. We are an Equal Opportunities and Real Living Wage employer.

About the Department

Jesus College Chapel is a central part of College life. Home to Sunday Evensong, music recitals, and choir practices, Chapel is also a quiet space for all students to pause, reflect, and recentre themselves.

True to the original foundation of Jesus College, Chapel is a space for Christian worship, but it's also a place for all members of College, of all faiths and none. The Chaplain has a remit to support the well-being of all, and is the first port of call for any questions about spiritual or religious life in College.

Chapel and Chaplaincy are inclusive spaces – you are welcome particularly if you've ever felt excluded by 'the Church.' The Chaplain & Interfaith Coordinator is always happy to talk about any concerns you might have, and abides by the College Confidentiality Policy.

About the Post

This position is fixed term for four years. It has been defined as a career development position as it is thought to be a potential opportunity for a newly, or recently, qualified Chaplain & Interfaith Coordinator, or as a second position. However, the College is not restrictive in terms of age; all applications for this fixed-term position will be considered.

The Chaplain & Interfaith Coordinator is responsible for the administration and organisation of the life of the Chapel. The formal duties of the Chaplain are defined by the Statutes of the College. The Chaplain & Interfaith Coordinator "shall conduct such services (being in such form as may from time to time be authorised by the Church of England) as the Governing Body may direct, and shall, subject to the superintendence of the Principal, have oversight of all religious services performed in the College Chapel". The services to be conducted include Holy Communion and Evensong.

There are occasional baptisms, confirmations and weddings in the College Chapel as well as a small number of funerals. The Chaplain & Interfaith Coordinator also organises Memorial Services when these are called for. There are a small number of services for alumni, at reunions ("Gaudies") and on St David's Day.

The College has a reputation for being progressive and friendly and has championed access for students from backgrounds under-represented at Oxford; this continues to be the focus of our Access and Outreach work. We are seeking a Chaplain & Interfaith Coordinator who will combine the best of the breadth of the Anglican tradition with the provision of care for the student body in line with the College's progressive and inclusive ethos.

The postholder will play a key role in promoting equality, diversity, and inclusion at the College and ensuring that Jesus College is a welcoming community. Being open-minded, able to relate to others, and working with and supporting students of all faiths and none form an essential part of the role. Collaborative working with chaplains of all faiths across the University is encouraged, and the Chaplain & Interfaith Coordinator must seek to provide support in fresh and innovative ways for students in the Anglican tradition and those from all other faiths, traditions, and religions.

The Chaplain & Interfaith Coordinator will also be mindful of the variety of backgrounds and challenges facing our students including on issues such as race, disability and LGBTQIA+.

In the event that the Church of England's General Synod approves service of blessing for same-sex couples, the successful candidate would need to be comfortable making Chapel available for the provision of such services.

As a member of the Welfare Team, the Chaplain & Interfaith Coordinator needs to be visible and approachable and available at short notice for students. They will also need to work in a collaborative way with other members of the Welfare Team. The Chaplain & Interfaith Coordinator will undertake training as identified as appropriate in areas relevant to the post and the personal development of the post-holder.

The College has a thriving Choir. The Chaplain & Interfaith Coordinator will play a key leadership role, supporting the Music Coordinator, who manages the choir. The Chaplain will play a proactive role in supporting other musical activities as well as the arts more generally in College.

The College has two dedicated faith spaces: the Chapel and Multifaith Room. The Chaplain & Interfaith Coordinator is responsible for both these spaces – and in consultation with students – for running a programme of events for them.

The post may be held in conjunction with others, or with academic study, if not holding the Chaplain & Interfaith Coordinator role on a full-time basis.

Key Responsibilities

The responsibilities for this role are listed in the job description.

Please note that the job description would be adjusted accordingly to reflect the capacity of a part-time appointee.

Hours of Work

Full-time hours are 35 per week. The distribution of the hours worked will be agreed between the post-holder and the Principal. This may include being available for occasional out of hours emergency situations. The role covers the full year, but it is likely that it will require more hours to be worked during the 10-week terms, with any excess hours recorded and recovered outside of term time, by agreement.

Salary

This post is remunerated on the Oxford Diocesan scale for curates and incumbents. Currently the full-time salary for this post is in the region of **£31,757** per annum (pro-rata for a part-time appointment).

Accommodation

The College will provide a Housing Allowance with his position, over and above the salary set out above. The Housing Allowance will be in line with that offered by the Church of England, which is currently **£13,477** per annum.

Essential Knowledge, Skills and Experience

- A University degree;
- Ordained priest in the Church of England (or a church in full communion with the Church of England);
- Tertiary level training/education in Theology;
- Ability to organise and conduct services in the College Chapel, to preach effectively and to organise appropriate visiting preachers and speakers across a range of denominations and faiths;
- A demonstrated commitment to equality and inclusion, including an understanding of the role that faith plays in anti-racism, GBTQIA+ activism, disability justice work and other important aspects of a thriving diverse environment;
- Commitment to the broader educational aims of the College, including the ability to empathise with undergraduate and postgraduate students and the pressure of academic work;
- Willingness and ability to provide pastoral support and guidance to students of all faiths or of none;
- Ability to support different Christian denominations and to promote good relations with other faith groups;
- Knowledge of a variety of different faiths and a willingness to enter into dialogue regularly with students (particularly those from backgrounds currently under-represented in Higher Education);
- A strong interest in the musical life of the College, and willingness to work closely with the Chapel Music Coordinator, the Music tutors, the College Choir and the Organ Scholars to promote and develop this;
- Demonstrate excellent interpersonal skills, with the ability to work collaboratively with other members of academic and non-academic staff across different departments;
- Be open-minded and progressive in approach;
- An understanding of the importance of safeguarding and willingness to undertake appropriate training and checks where required;
- Ability to treat sometimes sensitive issues with empathy and confidentiality, adhering to the College's confidentiality policy;
- Excellent oral and written communication skills and ability to form positive relationships with a wide range of people and obtain the confidence of all sections of the College;
- Ability to exercise judgement, take initiative, and work independently;
- Strong organisational skills and the ability to work in a busy environment and to manage conflicting priorities;
- Ability and willingness to be flexible, especially with regards to hours of work during term-time;
- Strong IT skills appropriate to a Windows-based office.

A satisfactory DBS enhanced disclosure will also be required.

Desirable Knowledge, Skills and Experience

- Professional training in pastoral care;
- Experience of working with young people;
- A proven record in developing musical, cultural and other activities within a multifaith community;
- Knowledge or experience of Oxford University or its colleges, particularly involving contact with students.

Benefits

As well as becoming a valued member of our friendly community, and working in beautiful historic surroundings, we also offer the following benefits:

- **Meals** - A free meal is available when on duty and the kitchen is open.
- **Holiday** - A generous annual leave entitlement of 38 days per year (pro rata for part time posts), which includes all Bank and Public holidays.
- **Pension** - Automatic enrolment in the Oxford University Pension Scheme from the start of employment.
- **Employee Assistance Programme** - 24/7 access to a broad spectrum of services, including Health Management, Online and Face-to-Face Counselling, and Debt Management. Practical information and advice can also be accessed on all common topics, such as Consumer, Legal, Finance, Housing, Benefits, Family.
- **Travel Loan** - You may, on the completion of your probation period, be entitled to receive an interest-free loan to enable you to purchase an annual season ticket for travel by bus, with a discount of 5% on the overall cost.
- **Personal Development** - Staff are encouraged to develop both professionally and personally and the College supports employees to develop their skills and improve their performance throughout their time with the College.
- **Family-friendly policies** - The College has a range of family-friendly policies in place, including parental and family leave, and flexible working.
- **Childcare Services** - Open to University and College Staff and Students, the University owns a number of nurseries and has places at a number of Community nurseries which employees can apply for.
- **Oxford University Discounts** - College staff will receive a University card which provides the following discounts:
 - Free entry to Oxford Colleges and libraries
 - 10% discount in some University shops
 - Free access to the University Botanical Gardens and Harcourt Arboretum.
 - Discounted computer software from the University Computing service
- **Access to Sports Facilities and Punt Hire** - Staff may use the College's sports facilities and sign up for punt hire during the summer period for a small fee. Staff can also sign up for free to the University Club and use the University Sports Centre on Iffley Road at discounted rates.
- **Library** - College staff have access to the Meyricke Library, open 24 hours a day.
- **Eye Test/Glasses Reimbursement** - a free annual eye test and a glasses contribution are offered for staff that are regularly display screen equipment (DSE) users and who have been advised they need glasses for DSE use.
- **Flu Vaccinations** - a yearly flu vaccination scheme where staff not otherwise eligible to receive a free vaccination can obtain one at the cost of the College.
- **Discounted guest rooms** - Staff may book a guest room at Jesus College at a discounted rate, subject to availability and terms and conditions.
- **Secure Bike Parking** - bikes can be locked away securely on site.

Pre-Employment Screening

Please note that the appointment of the successful candidate will be subject to standard pre-employment screening, as applicable to the post. This will include right-to-work and the receipt of satisfactory references.

Probation

The successful candidate will be expected to complete a probationary period of six months.

To apply

To apply for this role please submit the following documents:

- A curriculum vitae.
- A completed application form.
- A covering letter
- Completed equal opportunities form.

Applications should ensure they outline the reasons for their interest in the covering letter and provide evidence of how they meet the selection criteria in their application form.

Please return completed applications to HR@jesus.ox.ac.uk.

Closing date

The closing date for this vacancy is 5 May 2024.

Interviews

1st stage will be held on 24 May 24 this will be on a Teams call

2nd stage will be in person on 21 June 24.

Data protection.

All data supplied by applicants will be used only for the purposes of determining their suitability for the post and will be held in accordance with the principles of the General Data Protection Regulation 2018. You can find details [here](#).

The College Privacy Policy can be viewed here: [Jesus-College-Policy-on-Privacy-and-Confidentiality-2022.pdf](#)

All applicants are required to confirm that they have read this policy

Jesus College welcomes and celebrates diversity. We strive towards creating an inclusive environment, where our staff and those associated with the College feel valued and respected. We want them to thrive, regardless of their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation. Our staff are an integral part of our community, and we cherish equally those qualities that make each of us unique, and those that bring us together.