



Jesus College Oxford

Job Description

Job Title	Chaplain & Interfaith Coordinator Career Development position, ideally suited, but not limited, to someone recently ordained. Fixed term for four years.
Directorate	Chaplaincy
Grade	N/A
Main purpose of job	<p>To oversee and lead worship in the College Chapel in accordance with the College statutes.</p> <p>Work with colleagues to promote an inclusive community within the College. Actively promote the use of the College Chapel to encourage participation in broader spiritual matters. Promote inclusion for all with or without religious faith.</p> <p>Have oversight of the College Multifaith Room and interfaith activities.</p> <p>Oversee and promote Chapel music and the choir inside and outside of College, and encourage student participation in cultural activities.</p>
Responsible to	<p>The Principal</p> <p>The Academic Director where pastoral matters link with student welfare.</p>
Liaison with	Organ Scholars and Tutorial Fellow in Music; Jesus College students; colleagues in the Welfare Team; College tutors; colleagues in the Development Office; alumni, as appropriate.
Responsible for	Director of Chapel Music
Hours of work / shift pattern	<p>This role can be appointed on a full or part-time basis, and the job description will be amended accordingly. Full-time hours are 35 per week.</p> <p>Weekly hours worked will include Sundays during term-time. 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 may require more hours to be worked during the 10-week terms; any excess</p>

hours should be recorded and recovered outside of term time, by agreement.

Last reviewed

February 2024

Main Duties

The formal duties of the Chaplain & Interfaith Coordinator 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 Chaplain & Interfaith Coordinator also has line management responsibility for the Director of Chapel Music, who manages the organ scholars and personnel of the chapel choir to ensure the highest standards possible. The postholder will support the Director of Chapel Music in their duties to contribute proactively to the practical musical life of the College, working alongside relevant Fellows, and play a role in promoting the Arts in Jesus College.

1 Chapel tradition

- Hold regular religious services as directed by the College, including Holy Communion and Evensong, and invite visiting preachers and speakers across a range of denominations and faiths.
- Undertake pastoral offices in the College Chapel (baptisms, confirmations, funerals, weddings, memorial services, etc. as required and agreed); other special services such as feast days falling within term time.
- Contribute to the ongoing review of the College’s Chaplaincy provision.

2 Interfaith work and inclusion

- Demonstrate sensitivity to the diversity of denominational affiliations of Christian members of the College and to the diversity of liturgical practice among Anglicans. This diversity should be reflected in the conduct of College services and in the choice, by the Chaplain & Interfaith Coordinator, of visiting preachers for the Sunday evening services.
- Taking full account of the Public Sector Equality Duty, actively identify ways in which we can build a College which is inclusive and welcoming of all religions and beliefs by coordinating and organising a vibrant programme of events and visiting speakers representing a range of religious faiths in response to key religious festivals and observances, to ensure that all students are included and supported.
- Provide support for the religious needs of students of all faiths, and particularly those of minority groups under-represented in Higher Education (e.g. advising on places of worship and faith-based activities in Oxford, contributing to practical arrangements during holidays and festivals, periods of fasting).
- Continue to explore new forms of worship and other events which will draw members of the wider Jesus College community (Christian and non-Christian) into the life of College.

- Actively encourage and promote services and celebrations for other religions and beliefs, organising and facilitating such events as appropriate using the Chapel and other spaces within College.
- Develop, manage and promote interfaith work so that it is a regular part of the College's religious commitment and demonstrates good practice of diversity. Oversee multi-denominational and interfaith events in College, ensuring that there are at least three such events per term.
- Member of the Equality, Diversity, and Inclusion Committee, attending two committee meetings per term, and working with other members of the committee and College community to progress the College's EDI agenda.

3 Welfare

- Provide pastoral care to students who might seek the Chaplain & Interfaith Coordinator's support. Where pastoral work relates to welfare work, the Chaplain & Interfaith Coordinator shall report to the Academic Director and the Academic Committee/Welfare Committee, as appropriate.
- Provide appropriate support for students who remain in residence during vacations, including activities and events, as part of the overall College welfare provision. Liaise with members of the Welfare Team as required.
- Member of the Student Welfare Consultative Committee, attending one committee meeting per term. The committee considers ways in which it can support student wellbeing and welfare and allocates funds for student welfare and wellbeing activities. As a member of the core Welfare Team, attend the termly Welfare Management Group, which considers policy and provision.

4 Music and culture

- Oversee the work of the Director of Chapel Music and supervise the work of the Organ Scholar or Scholars. Work closely with the choir in the organisation of appropriate Choir tours.
- Organise choir and organ recitals by College members and external guests. To include liaison with others in College, including the Organ Scholars, promoting the musical life of the Chapel and College and to demonstrate College excellence and promote the good works of the College.
- Develop and actively promote the College Chapel (outside of times of religious worship) as a location for appropriate musical and literary events, for both College members and wider audiences, contributing to the College profile. This may include work with the Turl Street Arts Festival, amongst others. Such events should number at least one per term.
- Play a key role in the innovation and promotion of Arts within College, including serving as an ex officio member of the Arts Committee. The role will work closely with students, staff and Fellows to develop and promote, internally and externally, all aspects of the Arts.

5 Line management responsibilities

- Provide supervisory support to the Director of Chapel Music to help enable and empower them in carrying out their duties.
- Carry out regular one-to-ones with the Director of Chapel Music as appropriate.
- Manage annual leave requests and absence.
- Support ongoing learning and development as appropriate.

6 General

- Work with the College Christian Union, Chaplains across the Collegiate University, the Diocese of Oxford, and with groups from other denominations and other faiths.

- Contribute as appropriate to the work of the Benefices Committee in overseeing the patronage of parishes connected with the College.
- Review or draft, as required, College policies associated with the running of the Chapel (organ scholarships, procedures for pastoral offices, etc.), maintaining a good relationship with the Diocese of Oxford.
- Take part whenever possible in general College social events (e.g. Christmas Dinner, Graduate Dinner, Gaudies etc.) and be a visible presence within the Jesus College community.
- Assist in the general administration for the College, undertaking additional ad hoc duties which are considered by the College to be appropriate to the role of the Chaplain
- Undertake training, identified as appropriate by the Principal, in areas relevant to the post and the personal development of the post-holder.
- Maintain links with the Church of England and the Diocese of Oxford as necessary for a Clerk in Holy Orders in the context of Jesus College.
- Seek and maintain appropriate supervision and support from the Diocese.
- Any other appropriate tasks as requested by the Principal or Governing Body.

Person Specification

Essential criteria: key skills, knowledge, and experience essential to performing the role

- 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, LGBTQIA+ 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 Director of Chapel Music, 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;
- Appropriate IT skills, including proficiency in the core MS Office suite to enable effective communication and word processing as required.

A satisfactory enhanced DBS disclosure will also be required.

Desirable criteria: additional skills, knowledge, and experience that would be beneficial

- 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.