

CHAPLAIN TO THE BISHOP OF EXETER

Job Description and Person Specification

JOB TITLE	Chaplain to the Bishop of Exeter
GRADE	Salary equivalent to an Incumbent
LOCATION	The Gatehouse, Palace Gate, Exeter
ACCOUNTABLE TO	The Bishop (or in his absence his EA)

JOB SUMMARY

The Bishop of Exeter is seeking to appoint an experienced priest with a pastoral heart, excellent interpersonal skills, proven administrative competence and who is instinctively a team player to be his Chaplain.

In partnership with the Bishop's Executive Assistant and the Secretary, the Chaplain offers personal support to the Bishop in dealing with parishes and clergy, ensuring a warm and generous welcome to all who come to see him. S/he works with the others on the Bishop's Personal Staff in managing the Bishop's Office and has specific responsibility for overseeing the liturgical and pastoral duties of the Bishop.

The Bishop's Office is located in the medieval Gatehouse of the Bishop's Palace. In 2014 it was completely refurbished and in addition to the Bishop's Office now also houses the offices of the Diocesan Director of Human Resources, the Diocesan Safeguarding Team and the Diocesan Director of Ordinands. The Gatehouse also has a meeting room and a library which are frequently used for meetings by the Suffragan Bishops and the Archdeacons when coming to Exeter. There is also the office and changing facilities for the Palace Gardener and garden volunteers.

GENERAL RESPONSIBILITIES

The office based staff together share a responsibility and work closely and collaboratively to support the Bishop in his ministry through:

- Maintaining efficient and effective secretarial and administrative support
- Providing high quality briefing, information and communications systems to ensure the Bishop is fully and appropriately prepared for all engagements and meetings
- Ensuring that good office systems are in place and developed to ensure maximum office efficiency and human warmth
- Sharing in the Bishop's ministry of hospitality
- Covering part of the EA's role or the Secretary in their absence

RESPONSIBILITIES OF THE CHAPLAIN – include but are not limited to

a Liturgical and Spiritual

- A commitment to praying the Daily Office with the Bishop as he directs
- Preparing for services in the Bishop's private chapel and acting as Sacristan
- Preparing material as and when required for licensings and services
- Acting liturgically as Bishop's Chaplain when required (principally Diocesan occasions and licensings)
- Liaising with the Dean, Precentor or Canon in Residence as appropriate with regard to Diocesan Occasions
- Working with the Bishop's EA to ensure that all services at which the Bishop is presiding or participating in are agreed well in advance, and that orders of service are prepared and checked
- Sharing responsibility for organising licensing and ordination services
- Overseeing the issuing of licences and other legal documents by the Registry
- Officiating at services in parishes when invited to provide cover for holidays and vacancies

b Pastoral and Administrative

- Having sight where necessary of communications coming into and going out of the office and, in liaison with the Bishop's EA and Secretary, ensuring that appropriate action is taken to progress these communications
- Handling a wide range of telephone enquiries with confidence, warmth and diplomacy, answering queries directly or passing them on to the appropriate person
- Drafting and editing letters according to pastoral need and sensitivity
- Acting as the Bishop's Data Protection Compliance Officer for ensuring that the provisions of the Data Protection Act 1998 and Lambeth Guidelines are followed; including processing subject access requests
- Making initial enquiries and drafting a response following the receipt of an informal complaint addressed to the Bishop
- In liaison with the Bishop's Secretary keeping up to date all confidential clergy files, including DBS information and UKBA documentation;
- Working with the Bishop's EA in the planning of the Bishop's diary to ensure that it is well managed and focuses on and complements the Bishop's priorities for the Diocese
- Servicing the Bishop's Staff Meeting including making practical arrangements for any Residential meetings: producing agendas and supporting papers; preparing notes of the meeting; monitoring follow-up action

- Liaising with the Assistant Diocesan Secretary and other Diocesan officers in relation to the contents of the agenda, papers and minutes of HUB meetings, Bishop's Diocesan Council and Diocesan Synod; including being in attendance at meetings of these bodies
- Maintaining the Master Vacancy File in liaison with the PAs of the Archdeacons and Pastoral Secretary of the Diocese
- Drafting Clergy Current Status Letters (CCSL) on behalf of the Bishop
- Sharing in the maintenance of the Diocesan Database
- Arranging the invitations and attendance lists for Diocesan meetings of Rural Deans and of Lay Chairs in consultation with the Bishop's Secretary
- Support the Bishop in fulfilling his wider responsibilities (currently chair of the Liturgical Commission, president of the RCA etc)
- Take a strategic view of the Bishop's ministry and diary commitments to ensure and co-ordinate wide pastoral engagement with clergy and parishes in the Diocese of Exeter
- Build on good working relationships with the Church Commissioners (and their local agent), particularly with the Bishoprics and Cathedrals Department to ensure the adequate provision of support for the maintenance of the Bishop's Office and Palace
- Perform other administrative or hospitality duties as needed to assist in the efficient running of the Bishop's Office

c Safeguarding

- Representing the Bishop on the Diocesan Safeguarding Management Group
- Acting as a point of contact for the Bishop when allegations under the procedures have been made

d Legal and Clergy Discipline

- Liaising with Bishops elsewhere when receiving clergy from other Dioceses
- Liaising with the PAs to the Bishops of Crediton and Plymouth in the issuing of Permission to Officiate, and maintaining the central Diocesan Register of clergy with Permission to Officiate
- Reviewing all Clergy Personal Files which arrive in the Diocese
- Liaising with the Registry on matters relating to the Clergy Discipline Measure and ensuring that the Bishop takes all necessary actions required under the Measure

CAPABILITIES AND PERSONAL QUALITIES

- Be episcopally ordained in the Church of England or a Church in full Communion with it. This means an ordained Anglican cleric who can conduct worship on behalf of the Bishop and administer all sacraments appropriate to the Church of England. This post has attached to it a genuine occupational requirement under the 2010 Equality Act, Part 1, Schedule 9
- 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 some of the Chaplain's work, and the credit for it, is inevitably of a 'hidden' nature
- Proven ability to be pastorally sensitive in relating to clergy and church officers
- Good general standard of education, with a high standard of literacy

- Competence in the use of all aspects of Microsoft Office including word processing, electronic communication, diary, database management and spread-sheets
- High level of organisational skill and the ability to coordinate large amounts of personal information
- Ability to maintain absolute confidentiality, to be courteous, approachable, friendly and discreet
- Be able to work collaboratively and to be a cohesive and supportive influence within a close-knit team
- Flexible approach to duties and working hours, including a willingness to share responsibility with colleagues and to assist at and attend occasional evening/weekend functions
- Good liturgical knowledge in the drawing up of services
- As part of the Bishop's staff take a turn in doing routine tasks: welcoming visitors, answering phone calls, photocopying, making tea etc.
- Good time management and organisational skills
- Be adaptable, flexible and able to prioritise and meet a broad set of demands and deadlines
- Be able to admit mistakes and learn from them
- Professional personal appearance
- Hold a full current driving licence and access to own transport

This post is subject to an enhanced DBS check

GENERAL CONDITIONS

Standards of Behaviour and Conduct

Staff are expected to act at all times with due consideration for others and in a manner befitting their position as employees of the Church of England and as professionals, whatever their job.

Health and Safety Responsibilities

All staff are required to ensure that they understand and accept the legal duties placed on them 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. And therefore to:

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

Confidentiality

Staff must not pass on to unauthorised persons, any information obtained in the course of their duties without the permission of their manager.

TERMS OF EMPLOYMENT

Salary

The salary for this post is £25,230 (equivalent to that of an incumbent in the Diocese of Exeter).

Accommodation

The house provided (free of rent, council tax and water rates) for the better performance of duties is situated at 2 West Avenue, Pennsylvania, Exeter EX4 4SD. It is occupied by the Chaplain on licence from its owners, the Exeter Diocesan Board of Finance. Removal expenses are paid, as is a resettlement grant, currently £2,344.

Pension Contributions

Clergy already in the Church of England Funded Pensions Scheme (CEFPS) will have the option of either remaining in this scheme or joining the CAPF scheme.

There is no contracting – out certificate under the Pension Schemes Act 1993 in force for this employment in relation to the CAPF and CEFPS. Both CAPF and CEFPS members are contracted-in to the State Second Pension.

The Church Commissioners have an income protection insurance arrangement. To be eligible for cover under this policy an employee must be a member of the CAPF DC section. Please note that insurance cover is not necessarily automatic and that underwriting may be required by the schemes in some instances. Cover will be subject to any terms and conditions laid down by the insurance company.

Hours of Work

The post is for 40 hours per week with the post holder working 8.30am to 5.30pm including a 1 hour lunch break. Occasionally the post holder may be required to start earlier or work later than these hours.

Annual Leave

You are entitled to 30 days paid annual leave per leave year. This is exclusive of public and additional holidays. The leave year runs from 1st January to 31st December.

Notice

During the probationary period your employment may be terminated by two weeks 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 one month 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.

Completed application forms should be returned, preferably as e-mail attachments, to justine.tear@exeter.anglican.org

or by post to: Mrs. Justine Tear, The Bishop's Office, The Palace Gatehouse, Palace Gate, Exeter EX1 1HX.

Closing date for applications: Monday 1st August 2016

Interviews: Wednesday 10th August 2016