Chaplain

Job Profile:

Job Title: Chaplain

Reports to: The Principal

Key relationships: Tutors; Chapel Officers; Students; Partners and Families; Staff

Location: Westcott House, Cambridge

Hours: 0.3 FTE

Term: Permanent

Salary: Lichfield scale (currently £8,172 for a 0.3FTE appointment plus pro rata housing allowance and pension)

Job Summary:
The Chaplain has a key role in Westcott House’s work preparing candidates for ministry. Through practical oversight of the life of the Chapel and spiritual care for the whole community, the Chaplain helps sustain the liberal Catholic ethos of the House and makes a vital contribution to students’ formation.

Applications:
The deadline for applications is 12noon on Monday 3 May 2021. Please send applications to: hr@westcott.cam.ac.uk. Applications should include a full CV, details of 3 referees and a cover letter referencing the job description and person specification. References will be taken up before interview. If you require us to contact you before getting in touch with your referees please state that clearly in your application. The post is open to suitably qualified baptized lay and ordained candidates. Westcott House is an equal opportunities employer. Applications from candidates of BAME heritage are particularly welcome as people of BAME heritage are currently under-represented in the staff team. This appointment is subject to enhanced DBS clearance.

Interviews:
Thursday 20 May and Friday 21 May 2021. We hope to hold interviews in person at Westcott House, but if circumstances require they may be held remotely by Zoom. Those invited to interview will be informed by email by the end of Thursday 6 May 2021.

Background

The vision of Westcott House is to serve, support and release the ministry and mission of the whole people of God through prayerful community and intellectually rigorous, contextually-grounded formation.

Westcott House exists so that the whole people of God may bear faithful witness to God’s love revealed in Jesus Christ, effectively inspire the renewal of the Church, and participate confidently and imaginatively in God’s mission of justice and reconciliation in the world. We seek to prepare people for public ministry who are:
• **Open** to Christ and to those whom they are called to serve, with a hunger to see the Kingdom of God grow through creative partnerships in ministry and mission.

• **Holy** and faithful, rooted in a life of sustaining prayer, nourished by Word and Sacrament, generously open to the breadth of the Church, and passionate to share the Good News.

• **Wise** and instinctive, immersed in the riches of the Christian tradition, adaptive to the complex demands of diverse contexts and unknown futures, and collaborative in ministry and mission.

• **Compassionate** and effective, responsive to the world and its needs in the power of the Holy Spirit.

Westcott House is rooted in an open, generous, liberal Catholic ethos, which shapes our life as a community. This is an exciting time in the life of the House as we work together to open up opportunities to study here to a wider range of lay and ordained leaders and to work creatively with partners in the TEI community and beyond.

We currently have 51 students and are seeking to renew our strategic vision to increase student numbers and offer a greater variety of formational opportunities for people training for ministry and mission. This is likely to lead to changes in the make-up of the student body and in the pattern of delivery of teaching over the coming years.

Westcott House is part of the Cambridge Theological Federation (CTF), an ecumenical collaboration of educational institutes engaged in the formation of Christian leaders. Students take an academic pathway ordinarily accredited by either Durham University (Common Awards) or by Cambridge University. These academic pathways take place alongside contextual training as part of an integrated formation for ministry.

**Job Description**

The Chaplain is a part-time post with a prominent and key role in the life of Westcott House. Under the direction of the Principal, the Chaplain oversees the life of the Chapel and the regular pattern of services in the House. The Chaplain works with the Principal and others to make the ethos of the House visible in our patterns of prayer and worship, and acts as an example of prayerful discipleship and wise, reflective practice.

The Chaplain is responsible for maintaining a culture of welcome in the worshipping life of the House that is inclusive of students, families and staff, and which supports the formation of students as generous and hopeful ministers of the Gospel.

The Chaplain supports the primary pastoral role of the tutors by offering spiritual care to students where needed and by being available as an additional pastoral resource. The Chaplain also offers pastoral and spiritual care to the wider community, including students’ partners and families and the whole staff.

The work of the Chaplain is necessarily separate from summative assessment and this role therefore cannot be held alongside any teaching roles that would involve assessment of Westcott House students.

The appointment is held subject to licensing by the Bishop of Ely to the extent required by the Canons and a satisfactory enhanced DBS disclosure.
MAIN DUTIES & RESPONSIBILITIES

Chapel:

1. Develop the life of the Chapel so that it continues to contribute effectively to the formational work of the House as we extend the range of students served and courses offered.

2. Join with other staff members and students to participate in and lead worship, acting as an example and encouragement to others. Morning Prayer is at 7:40am and Evening Prayer at 5:30pm on weekdays, with Community Eucharist replacing Evening Prayer on Thursdays.

3. Pray for the work of the House and for its members, encouraging students and, where they choose, other community members to develop a regular practice of personal prayer.

4. Provide opportunities for students to draw out connections from the life of the Chapel and the House to the life of a local church and parish so that they are encouraged to develop well-integrated habits of reflective practice that will stand them in good stead in curacy and beyond.

5. In consultation with the Principal, propose and invite a range of external preachers and leaders of quiet days to support the work and ethos of the House, the discipleship of the community and the formation of students.

6. Oversee the work of those students with named roles in the Chapel, including the Chapel clerk(s), sacristan(s) and Chapel musician(s), ensuring that necessary tasks are completed appropriately, acting as a mentor and encourager, and providing induction and training as needed.

7. Liaise with the Children’s Rep and provide support and encouragement to ensure the effective delivery of the ‘Little Saints’ programme within and alongside community worship.

8. Ensure effective administration of the Chapel, including by producing termly worship rotas and the Chapel card.

9. Contribute occasionally as needed to ‘Life and Service’, the in-House integrative programme for ministry, under the direction of the Director of Practical Theology and Mission.

Spiritual care:

10. Work with colleagues to support the spiritual formation of students, including by maintaining a network of spiritual directors and confessors and by supporting students in finding an appropriate spiritual director / confessor.

11. Develop relationships across the community that enable pastoral and spiritual care of staff, partners and family members irrespective of their personal faith.

12. Share responsibility with the Principal and other staff for the work and well-being of the House as a whole, including joining the Tutors’ meeting when required.
Contribution to the wider work of the House:

13. Share in the work of safeguarding in Westcott House and in preparing students to integrate effective safeguarding practice in their future ministries.

14. Foster good relations with other Federation Houses, and contribute as appropriate to the life of the Cambridge Theological Federation.

15. Contribute to the external relations and public profile of the House, according to expertise and capacity, e.g. through academic research or preaching and speaking.

16. Contribute to other aspects of House or Federation life as may from time to time be required.

Person Specification

Essential

Education:
1. Degree in a relevant discipline.

Knowledge/Experience/Skills:

2. A skilled preacher and leader of worship, able to support the discipleship of the whole community and to respond effectively to different congregations and occasions.

3. Significant experience in Christian leadership and the demonstrable ability to provide spiritual care to women and men training for lay and ordained ministries, their families, and the Westcott House staff community.


5. Demonstrable capacity to contribute to the ministerial formation of mature students with a range of backgrounds and prior learning.

6. Pastoral sensitivity and the capacity to navigate the balance between appropriate confidentiality and the collaborative role of the Chaplain working with other staff in the care of the community.

7. Effective listening and communication skills in one-on-one and larger settings.

8. An understanding of, and willingness and ability to share in leading, Anglican worship.

Personal Attributes:

9. A mature Christian identity and visible lived discipleship that enables others to grow in holiness and wisdom.

10. Sympathy for a broadly sacramental and inclusive liberal Catholic ethos.

11. An easy, trustworthy, pastoral presence with others and willingness to contribute to the life of the Westcott House community.
12. Demonstrable ability to work collaboratively, accountably, creatively and enthusiastically with colleagues to deliver the strategy of Westcott House for the effective formation of lay and ordained Christian leaders.

13. Administrative adeptness, including efficiency, attention to detail, and timely completion of tasks.

14. Willingness and capacity to work well with Christians from a range of traditions and backgrounds.

15. It has been determined that there is a genuine occupational requirement (GOR) as defined in Equality Act 2010, Part 1, Schedule 9, for the candidate to be a baptized Christian and sympathetic to the work and ethos of a liberal-catholic Anglican theological college.

**Desirable**

16. Experience of chaplaincy, ideally in a mixed age context.

17. Experience of lay or ordained Christian leadership in a parish context.

This post is open to ordained and baptized lay applicants from the Anglican Communion and its ecumenical partners. All applicants need to demonstrate that they have the right to work in the UK. Westcott House does not hold Tier 2 visa sponsorship status and we are therefore unable to recruit anyone who does not already hold the relevant work visa.

**Conditions of Service**

1. The anticipated start date is 1st September 2021. The post is subject to a 26-week probationary period.

2. 0.3FTE is understood to be 1.5 days per week on average across the working weeks of the year. Attendance at Community Worship and notices on Thursday evenings in term time will be central to the role, as will some attendance at Morning and Evening Prayer in term time. The wider pattern of working hours will be agreed with the successful candidate.

3. Salary is set in accordance with the Lichfield Scale. This is currently £8,172 per annum for a 0.3 FTE. There are free meals in College on working days during term, Monday to Friday. Post-holders would be eligible to join the Church of England non-contributory pension scheme.

4. A pro-rata housing allowance will be paid, consistent with the practice in the Diocese of Ely, and currently set at £9,600 per annum for a 1.0 FTE post.

5. Staff members are entitled to six weeks’ holiday each year, which should ordinarily be taken in the university vacations. Staff may be required to work on some statutory holidays, particularly when they fall during term, for which time off will be given in lieu.

6. A sabbatical lasting Easter - August inclusive can be applied for once in every five-year period of service (i.e. the Easter term plus freedom from College duties until the beginning of September).