

## CHAPLAIN

**Reporting to:** The Principal

**Department:** Chaplaincy

## JOB DESCRIPTION

All staff must make a positive contribution to:

- the Catholic ethos of the College
- the College Equality & Diversity Policy;
- the pursuit of excellence and the highest standards of quality in all aspects of College life;
- their own professional development, in accordance with the needs of the College.

**Responsibility, in conjunction with the Principal, Corporate Management Team and Governing Body for duties commensurate with the following:**

- To ensure that all members of the College community are offered opportunities for spiritual development and support appropriate to their stages in faith.
- To celebrate the Catholic ethos of the College
- To develop and maintain an effective Chaplaincy.
- To be responsible for the Chaplaincy area
- To support the Principal and Head of Ethics and Values in implementing, preparing and monitoring the revised post 16 Section 48 Framework
- To develop, coordinate and participate in a programme of Chaplaincy activities. This may include trips, visits, residential and retreats.
- To be responsible for producing Chaplaincy publicity materials, Development Plans and Annual Reports, in conjunction with the Principal and the General RE Head of Department.
- To manage the Chaplaincy budget.
- To provide and recognise opportunities for Sacramental life, prayer, celebration and reflection.
- To co-ordinate, lead and work closely with the Chaplaincy Team
- To co-ordinate termly meetings of the Chaplaincy Advisory group
- To liaise with the Head of RE in developing the General RE course where it can further the work of the chaplaincy and ethos of the college

- To attend RE meetings, contribute to RE Department development plan, and contribute to general RE Departmental lessons promoting the work of the chaplaincy and the ethos of the College.
- To coordinate charitable work within the college in conjunction with the Student Council.
- To liaise with the College pastoral team and others as necessary in the delivery of our 10:10 programme
- To coordinate and promote the role of Carmel Student Ambassadors
- To facilitate the discussion and implementation of the College vision of Christian community.
- To protect the rights of all members of the College to religious liberty.
- To support and offer mentoring to HE students on chaplaincy placements and internships
- To attend and participate in college Open days/taster days, enrolment days and other cross college events as appropriate, with the aim of raising the profile and awareness of chaplaincy.
- To establish and maintain a presence around student and staff communal areas
- Each member of the college will take reasonable care for the health and safety of himself/herself and persons who may be affected by his/her omissions at work.
- To undertake any other duties as changing circumstances may require.