**LAY CHAPLAIN – JOB SPECIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Criteria** | **Essential / Desirable** | **Stage Identifed**  |
| **Personal Qualities/ Attributes** | * Practising Catholic in good standing with the Church
* Be confident working with young people in a faith context
* Ability to relate to and inspire young people with their love for Jesus and His Church
* Well organised, self-motivated, able to act on initiative with a ‘can do’ attitude
* Ability to use tact, sensitivity, diplomacy and good humour
* Ability to understand others and create trust
* Ability to manage time and workload effectively
* A keen interest in developing the Chaplaincy role in an innovative and creative way
 | EEEEEEEE | Application FormInterviewReferences |
| **Qualifications & Training** | * Theology Degree or equivalent qualification or comparable level of relevant experience
 | E | Application FormCertificates  |
| **Experience** | * Experience of working with young people
* Experience of working in a catholic environment/community: parish/school, retreat centre or youth service
* Experience of preparing and delivering liturgies
* Experience of working in a school environment
 | EEED | Application FormInterviewReferences |
| **Professional Knowledge**  | * Knowledge and understanding of the issues affecting young people
* A good understanding of Catholic Education and the ability to develop and deliver Catholic education/formation pro- grammes
* Working knowledge of the Catholic faith and environment
 | EEE | Application FormInterviewReferences |
| **Leadership Skills**  | * Ability to lead, motivate and challenge pupils and staff
* Ability to communicate effectively with pupils, colleagues, parents, governors, the Diocese of Leeds and other stake- holders
* Effective organisational and administrative skills
 | EEE | Application FormInterviewReferences |
| **Aptitude & Abilities** | * Ability to communicate effectively and diplomatically with a wide range of stakeholders, including young people, parents, head teachers, lay chaplains, parishioners, priests
* Excellent IT skills including internet and social media
* Be flexible and adaptable with excellent listening skills
* Skills in music and drama
 | EDED | Application FormInterviewReferences |
| **Other Factors**  | * Commitment to safeguarding and promoting the welfare of children and young people
* A willingness to undergo training, especially in current safe-guarding practise
* Willingness to undergo appropriate checks including DBS
 | EEE | Application FormInterviewReferences |