**LAY CHAPLAIN – JOB SPECIFICATION**

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|  | **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 | E  E  E  E  E  E  E  E | Application Form  Interview  References |
| **Qualifications & Training** | * Theology Degree or equivalent qualification or comparable level of relevant experience | E | Application Form  Certificates |
| **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 | E  E  E  D | Application Form  Interview  References |
| **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 | E  E  E | Application Form  Interview  References |
| **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 | E  E  E | Application Form  Interview  References |
| **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 | E  D  E  D | Application Form  Interview  References |
| **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 | E  E  E | Application Form  Interview  References |