

# The Universities in Leeds Chaplaincy Trust



**Chaplaincy Service Manager (Engagement) Part time  
30 hours a week.**

**Grade 6.**

**Post to which directly responsible.** Co-ordinating Chaplain

**Post for which directly responsible.** Student Outreach Worker/ Chaplaincy assistant and any volunteers assisting the work of the Chaplaincy.

## **Background to the Chaplaincy**

The Universities Chaplaincy in Leeds Team works with staff and students of all faiths and all world views at the University of Leeds, Leeds Beckett University, the University of Law in Leeds and Leeds Arts University. The role of the Chaplaincy is to lead and provide opportunities for worship and prayer, spirituality, pastoral care and to contribute to the universities communities. These activities are all conducted within the diversity and inclusion frameworks of the universities that the Chaplaincy serves.

The Chaplaincy is supported and governed in its work by the Universities Chaplaincy in Leeds Trust, which comprises representatives of the University of Leeds and Leeds Beckett Universities and of the participating denominations - Anglican, Baptist, Lutheran, Methodist, Orthodox, Quaker, Roman Catholic and United Reformed Church.

The Team consists of chaplains and associate chaplains who are voluntary or stipendiary and of other employees and volunteers of the Trust.

## **Purpose of Job.**

The purpose of the Chaplaincy Service Manager (Engagement) role is to provide support to the ecumenical Christian chaplaincy team and the Universities Chaplaincy in Leeds Trust which serves the communities of the University of Leeds, Leeds Beckett University, Leeds Arts University and The University of Law, Leeds. The role is to assist the Trust in ensuring its compliance with its statutory obligations and assist in its directing and shaping of the work of the Chaplaincy. The post holder will work alongside an existing part-time Chaplaincy Service Manager. The Chaplaincy Service Managers are employed by the Universities in Leeds Chaplaincy Trust which is a registered charity and a registered company with Companies House. They are accountable to the Trust

via the Trust Chair and Co-ordinating Chaplain.

## **Responsibilities**

- To be a welcoming and approachable first point of contact to the chaplaincy service for students, post graduate researchers, staff, and external visitors & contractors.
- To communicate professionally and sensitively, in person, phone, email, written and digital communications. Digital communications include several social media channels and chaplaincy and university websites.
- To support the Trust and Coordinating Chaplain in the development of the Strategic Review, framework and subsequent action and vision planning.
- To oversee the day to day running of the Chaplaincy office, in particular on Mondays and Tuesdays when the other Chaplaincy Service Manager is not in work.
- To support the work of the chaplaincy Team, including contributing to and attending meetings, recording decisions and actions, and communicating promptly with the Team with follow up actions.
- To assist the other CSM in ensuring that the Chaplaincy complies with Health & Safety and Safeguarding obligations.
- To formulate and circulate effective publicity material for the chaplaincy service and its events. This includes posters and flyers in digital and printed form.
- To assist with resourcing and procurement of all supplies: equipment, consumables, and IT. To manage all IT systems relating to the Chaplaincy, and support the Chaplains with their IT requirements.
- To assist in the financial management of the Chaplaincy including petty cash, day to day running expenses, and dealing with external contractors and suppliers. The post holder must be competent in all aspects of accounting, invoicing, banking, and instructions to Trust payroll.
- To provide support for Chaplaincy events, including religious & civic services as well as chaplaincy contributions to University and Students' Union events such as Freshers' Weeks, Carol Services, Healthy Weeks and Interfaith Week.
- To line manage and oversee the work of the Student Outreach Worker/ Chaplaincy Assistant post holder.
- To line manage any volunteers deployed by the Chaplaincy Trust.
- To assist in HR administration of the Trust including Staff recruitment, supervision, and holiday entitlement calculations, (Trust employees).

- Other duties as directed by the responsible person, commensurate with the role.

### **Equal Opportunities**

We are committed to providing a non-discriminatory and harassment-free working environment for our employees. All our employees are expected to have due regard for those policies when carrying out their duties.

### **Safety, Health and Wellbeing**

You will maintain a positive attitude to Safety, Health and Wellbeing in carrying out personal responsibilities and co-operate with policy/local rules/codes of practice.

### **Physical Conditions.**

You will be expected to work at the Emmanuel Centre on the University of Leeds Campus, but potentially attend meetings across the Campuses of the Universities supported by the Chaplaincy Team as required. Occasional evening work may be required to support and report to the Chaplaincy Trust management meetings. At present these are held 4-6 times a year on Thursday evenings. Time off in lieu (TOIL) will be offered to cover for these occasions. Alongside the Student Outreach Worker/ Chaplaincy Assistant, you will ensure that the Emmanuel Centre is staffed Monday to Friday 9am-5pm during Term times.

### **Relationships**

You will be reporting to the Co-ordinating Chaplain and working closely and collaboratively with the two Lead Chaplains and other members of the Chaplaincy Team. You will be working alongside the other Chaplaincy Services Manager to facilitate the day-to-day running of the Chaplaincy Centre. You will liaise with, and work in collaboration with other University staff, academic, administrative and Student Services colleagues as required, including the Security, Accommodation and Library teams.

### **Terms and Conditions.**

Terms & Conditions of Service are as determined by the Board of the Chaplaincy Trust.

Salary is currently within University of Leeds Grade 6 (£30,487 FTE pro rata). On appointment, you will be placed on the first point of the substantive grade for the post.

Annual Leave entitlement is 24 days (pro rata based on 30 hours)

Bank Holiday entitlement is pro rata with the addition of some extra days when the University of Leeds is closed.

Hours of work per week = 30.

- Agreed expenses of office will be met by the Chaplaincy Trust
- The notice period for this role is 2 calendar months.
- The post is available subject to the organization receiving both satisfactory references and a completed DBS check.
- There will be a probationary period for the post of 6 months. The post holder will be confirmed in post, subject to a satisfactory end of probation review.
- The post holder will start in post as soon as possible.

**Person specification**

	Essential	Desirable
<b>Qualification &amp; Training</b>		
Education to degree level or equivalent or recent graduate	x	
<b><u>Skills &amp; Knowledge</u></b>		
Experience of line managing staff and volunteers	x	
Experience of managing money and maintaining financial records and accounts	x	

Experience of overseeing and running an office	x	
Awareness of the needs and issues of staff and students in a University context.	x	
Experience of handling confidential and sensitive information	x	
Experience of working with vulnerable adults.	x	
Experience of producing appropriate minutes of meetings.	x	
Experience and knowledge of HR policies and procedures	x	
Experience of working in the not-for-profit sector		x
Knowledge of inter faith issues		x
Knowledge of and sympathy with the Christian faith.	x	
Experience of creating and editing videos		x
Experience of creating publicity and marketing materials	x	
Knowledge of the structures of the Church and the different denominations		x

Experience of taking an active part in leading Christian worship		X
Knowledge of HE Chaplaincy and student networks		X
Ability to work to deadlines	X	
Competent use of current and emerging technologies especially social media and website creation and upkeep.	X	
Familiarity with using phone, email and internet for communication and research	X	
Ability to manage and upkeep IT systems across several sites.	X	
Being a calming and welcoming presence.	X	
An awareness of issues relating to ministry in a student context	X	
Vision and enthusiasm for ministry among students	X	
Experience in organising events		X
Experience in training or empowering students		X
A commitment to living	X	

within the values upheld by the Chaplaincy		
A willingness to serve people of all Christian traditions, those of other faiths and those of no faith	x	
A good understanding of University life and culture		x