



## **Universities of Leeds Chaplaincy Trust**

### **Chaplaincy Services Manager (Engagement)**

Pay Salary is £32,332 FTE pro rata - University of Leeds Grade 6; Spinal point 25.

Annual leave 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.

Location of post. The post holder will be required to work from the Emmanuel Centre at the University of Leeds.

Hours. 30 per week, to be undertaken flexibly in agreement with the line manager.

Who report to. Reports to the Co-ordinating Chaplain.

The Chaplaincy team works with staff and students at the University of Leeds, Leeds Beckett University, the University of Law (Leeds) and the University of Arts (Leeds). The role of the chaplaincy is to provide opportunities for worship and prayer, pastoral care and to build communities across the universities.

The Chaplaincy is supported in its work by the Universities Chaplaincy in Leeds Trust, which comprises representatives of the Universities and the Christian denominations supporting the work of the Trust. Staff employed at the Chaplaincy are employees of the Universities Chaplaincy in Leeds Trust, which is a registered charity.

The purpose of the Chaplaincy Service Manager role is to provide support to the Ecumenical Christian Chaplaincy Team which serves the communities of both the University of Leeds, Leeds Beckett University, Leeds Arts University and The University of Law, Leeds.

Purpose of Job.

The purpose of the Chaplaincy Service Manager (University 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 post holder will work alongside a part-time Chaplaincy Service Manager (Governance and Compliance). 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.
- 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.

Applicants are required to fill in the application form and submit it electronically for the attention of Robin Fishwick, Co-ordinating Chaplain [charf@leeds.ac.uk](mailto:charf@leeds.ac.uk)

**Deadline for applications to be received by Thursday 11<sup>th</sup> April at 12 Noon.**

**Shortlisting in the week beginning Monday 15<sup>th</sup> April.**

**Interviews in week beginning Monday 22<sup>nd</sup> April.**

**Successful candidate to start asap subject to satisfactory references and a DBS check.**