



Lead Development Officer Job Description

Vision for Centre for Chaplaincy in Education (CCE)

The mission at the heart of the Centre for Chaplaincy in Education (CCE) is no less than the mission of the Church which is to “Go into all the world and proclaim the good news to the whole creation.” (Mark 16:16) Our part of that mission is in education.

At a time when only 5% have regular (monthly) contact with a local church (<https://faithsurvey.co.uk/uk-christianity.html>), one place where young people will continue to have access to the Good News of Jesus will be in a school or college. On the front line of this mission activity are lay and ordained chaplains from all Christian denominations and traditions. The research which has been carried out on the role of the chaplain suggests there are real concerns about workload and isolation (source: School

Chaplaincy Survey, Networking Magazine, Vol 19, Issue 1, Autumn Term). Anecdotal evidence suggests that chaplains feel the need for support and formation. There are models of good practice, but also significant scope for development.

CCE is envisaged as a ‘tent’ or a ‘campsite’ rather than a ‘barracks’. These metaphors suggest a capacious environment where there is degree of flexibility over programmes and procedures but still the level of rigour and professionalism which is required to make any campsite a safe and healthy place where you would wish to spend some time and felt you had gained from the experience.

Another key descriptor could be ‘network’. A vital role of CCE would be dialogue with Church leaders of all denominations and traditions. Links with Diocesan Directors of Education and with other significant providers of chaplaincy support such as TISCA, Chaplaincy Central and ACCE would be enhanced. CCE could also function as a ‘hub’ which effectively signposts the range of resources and groups in the UK and beyond who are able to support the Christian life of schools (e.g. Scripture Union, Youth for Christ, Ten Ten theatre, CJM Music, Hillsong Worship).

The CCE charitable objects are

- The promotion and extension of the Christian religion through the development and support of chaplaincy provision for everyone within or associated with educational institutions or other settings.
- The provision of formation for current and prospective chaplains and the development of chaplaincy resources.
- The promotion of the benefits of chaplaincy provision among churches, faith bodies, funding, regulatory and government bodies, and to the public at large, in the UK or elsewhere.

Key purpose of the post:

To work with the Trustees and Steering Group to launch CEE and develop and establish it over its first three years so that it can truly become the definitive Centre for Chaplaincy in Education.

Location:

An office will be established, with a part time administrator. There will also be potential for work from home and there will be considerable travel and work on the road.

Hours of work:

Full time – 3 years, fixed term.

Salary:

£42,000-46,000 dependent on experience.

Key relationships:

- Trustees of CCE, reporting to the Vice Chair of Trustees who will also be the Line Manager.
- Associate Development Officer and Administrator.
- National and Regional leaders of Christian Education [in both Churches and Para-Church Agencies].
- National and Regional Educational leaders.



Main Responsibilities

The Lead Development Officer will work with the CCE Trustees and Steering Group to:

Bring CCE to launch

Developing the existing strategic vision of the CCE Trustees and Steering Group to confirm plans for:

- The launch event at The National Education Chaplaincy Conference at Liverpool Hope University in June 2019 and the actual launch of CCE in September 2019. [?]
- The recruitment and Line Management of the Associate Development Officer and Administrator and the creation of the new team.
- An initial pattern of national and regional gatherings for educational chaplains and a structure for recognizing and supporting regional hubs.
- Initial and on-going formation, nationally, through the developing relationship with Newman University, Birmingham; and locally through regional hubs.
- The development and delivery of a digital strategy, including the database, social media, website and resources.
- Strategic advocacy of Chaplaincy in Education and of CCE, working with leaders of education and the churches and para-church agencies.



Establish CEE as the definitive professional support body for lay and ordained educational chaplains of any Christian denomination.

- Developing the initial work to bring CCE to launch and, with CCE Trustees, developing and implementing a strategic vision and plan for the first three years.

The strategic plan will effectively become the second part of the Job Description. CCE is developing so fast that we don't believe that it is right to restrict the Job Description beyond the vision, aims and objects of the charity.

If you are someone who likes their l's dotted and t's crossed, then this role probably isn't right for you. If the joys, challenges, uncertainties and opportunities of a new project appeal to you and you have the relevant experience and skills then we will look forward to hearing from you.

Person Specification

<p>Qualifications, Knowledge and Experience</p>	<ul style="list-style-type: none"> ▪ Experience of initiating and strategically and collaboratively developing and leading projects and organizations on a local, regional, and potentially national level. ▪ Experience of life, learning and leadership within education, ideally in different contexts, levels or key stages. ▪ Experience of the joys, challenges and transformational potential of chaplaincy within education [either as a chaplain or a line manager and supporter]. ▪ Experience and understanding of the church and its various denominations and traditions. ▪ A committed and practising member of a Trinitarian Christian Church. ▪ Educated to degree level or with equivalent experience. ▪ Awareness of issues facing children, young people and adults within education and how to engage spiritually and pastorally with these issues. ▪ Good knowledge and understanding of safeguarding in educational and church contexts.
<p>Skills, Competencies and Abilities</p>	<p>A prayerful and reflective leader who is:</p> <ul style="list-style-type: none"> ▪ Inspirational, missional and pastoral; ▪ visionary, initiatory and strategic; ▪ collaborative and able to develop and lead teams and partnerships; ▪ a sentinel, able to look over the horizon and imagine new things in chaplaincy; ▪ a passionate advocate for Christian chaplaincy within education in church and community schools and colleges ▪ an inspiring communicator in educational and church contexts and in all media, ancient and modern; ▪ an excellent listener with pastoral experience; ▪ unconditionally welcoming of all, at ease with working with students, staff and leaders within an educational and church context, locally, regionally and nationally; ▪ good at organization, budgets, administration and diary management; self-motivated, good at juggling and able to get on with the job without too much prompting; and just as good at slowing down, being still and taking Sabbath time. <p>The Lead Development Officer will also need to travel extensively by public and private public transport and have a valid driving licence with the primary use of a vehicle. S/he will need to be willing to work flexible and sometimes unsocial hours.</p>
<p>There is a Genuine Occupational Requirement (GOR) that the holder of this post is a Christian as this is a Christian ministry post. Equality act 2010 part 1. This post is subject to an enhanced DBS check.</p>	

Appointment Timetable

Applications should be sent to the Chair of CCE Trustees, Revd Mike Haslam on mike.haslam@bathwells.anglican.org by **12noon on Friday 1st February**

Shortlisting will take place by **5pm on Monday 4th February**

Interviews will take place on **Thursday 14th February** at St Marylebone School, 6th Form, 14 Blandford Street, London, W1U4AZ.



Further Information

If you would like an informal conversation about this role please contact the Chair of CCE Trustees, Revd Mike Haslam on mike.haslam@bathwells.anglican.org or 07530 677493.

Prayers

We will be praying for you and all potential candidates as you discern whether it is right to apply for this post. Please also pray for us and for the process that the right person may be appointed and, after the interviews we can all say, 'Thanks be to God'.

Appendix A

An edited excerpt from the original funding bid

[It is important to note that this was written in April 2018 and a significant amount has developed and changed since that time. However, it is included to give a sense of the scope, vision and ambition of CCE.]

CCE will have 'three strands' which define its main purpose:

1. To provide **pastoral and professional support and formation** for chaplains in Education, including an **induction** course and a modular course leading to a **Certificate for Chaplaincy in Education**.
2. To articulate and promote **national standards for chaplaincy in education**, to include advice on contracts, job descriptions and remuneration.
3. To provide **resources and networks** for chaplains in education, including the current biennial conference.

CCE will provide or facilitate training and resultant accreditation at a number of levels and for a variety of purposes. Some of these would be best delivered face to face but others could be offered online. As the National Centre, it would have increased leverage with universities over the provision of courses for school chaplains at certificate, diploma, first and higher degree level. The three strands can be described in more detail as follows:

1. **Induction courses** for those new to chaplaincy in education, covering the range of skills and responsibilities required of a chaplain and signposting the resources and support for their ongoing Christian formation.

Modular courses, both residential and online, on key subjects, leading to the **Certificate for Chaplaincy in Education** to include the following (please note this is not a definitive list, but a work in progress):

- Christian school and college distinctiveness and Christian ethos
- Pastoral care in education (subdivided by sector and age)
- Prayer - prayer groups, prayer spaces, relevance of prayer to social situations
- Liturgy - resources, construction and appropriateness to particular occasions
- Bereavement and other moments of loss and crisis within an educational community
- Preparation for SIAMS/S48 and wider inspection regimes
- Development planning for chaplaincy within a school or college's overall development planning strategy
- Aspects of contemporary culture
- Development of key interpersonal skills, such as listening
- Modules specific to theological and ecclesial needs of different denominations (e.g. Catholic liturgy)

These modules would be provided 'in house' or 'outsourced' to other providers (e.g. Cruse Bereavement Care for the module on bereavement). The modules would typically involve a one-day course plus online articles and links. Attendance and satisfactory completion of each module would be recorded as a requirement *en route* to the Certificate.

2. To develop a **national standard for chaplaincy in education** in consultation with practitioners and stakeholders, with a full suite of supporting documentation on foundational principles and dimensions, such as, model policies, contracts and frameworks for evaluation. Any national standard will gain credibility by having the support of the major institutional stakeholders and careful work needs to be undertaken to involve them in the process.
3. **Regional events and support networks as well as continued lead on the existing biennial national conference** which is now very well established and has become a high-profile fixture within the landscape of educational chaplaincy nationally. CCE would continue to deliver this conference and, from it, establish a series of regional networks, each with a Centre coordinator (an existing school or college chaplain volunteer, as at present with a number of 'ad hoc' networks). Administrative and publicity support would be given by the CCE to all such gatherings. Through the regional networks a structure would be developed that gave effective professional and pastoral care for chaplains by face-to-face contact, especially where local support was inappropriate or insufficient as well as a clearing house for recruitment, including chaplaincy review, assistance with role descriptions and the advertising of posts.

Appendix B

An Educational Chaplain Job Description

[Each School, College, Nursery or University will develop its own job description for its own chaplain. They are all different and rightly so. However, to give a flavour of the role here is one currently in use for a number of schools and colleges in Somerset.]

A chaplain is 'the public face of God' within an educational community. The role of the chaplain is key in developing the ethos and values of the school and offering pastoral and spiritual care to all. Chaplaincy is a missional and pioneering ministry. The number of hours a chaplain serves will inform the range of roles and responsibilities. Some of these roles and responsibilities are outlined below, but not all things are possible, especially within tight time constraints. It should also be remembered that the role is about being as much as it is about doing. Perhaps the most important part of a chaplain's ministry is to be seen and to meet people and listen to them where they are.

- **Distinctive and Inclusive:** A Christian chaplain should be clear and distinctive about what s/he believes. Following the example of Jesus, a chaplain also needs to meet and welcome people where they are, accepting them unconditionally and without judgement. A chaplain can prompt and respond to questions of faith, and there are many wonderful opportunities for teaching, discussion and discipleship, but a chaplain does not proselytize. The chaplain is there to be distinctive and inclusive, to communicate God's presence by words and actions.
- **Developing a team:** The chaplain will call, train and support a team of honorary associate chaplains from local churches. This team will fulfil a variety of the roles outlined below with some specialising [for instance in mentoring or leading a CU] and others having a more general role. All will be safely recruited.
- **Working with local churches:** The chaplain will work with all of the local churches, reporting regularly and seeking partnerships for prayer and other forms of Christian ministry and especially enabling links between existing youth and children's ministry projects and the schools.
- **Listening:** A chaplain goes into schools and colleges to listen. Assemblies, Bible Clubs, CUs, prayer meetings and worship are all hugely important part of chaplaincy ministry, but the chaplain is there, first and foremost, to meet people where there are, to listen and to develop trusting relationships. It is out of these relationships that arise the opportunities to share faith.
- **Prayer and Worship:** The chaplain is there to pray for and with a school, and, in liaison with SLT, to lead worship, collectively and corporately and to enable prayer, worship and reflection through projects such as prayer boxes or trees, Easter Crosses, Christmas Stars or other creative and reflective activities.
- **Celebrations, Charities and Crises:** In liaison with SLT a chaplain will enable some of the great celebrations, faith festivals, anniversaries, jubilees and parties. Jesus was good at parties and a chaplain can follow that example in a wonderful diversity of ways. A chaplain can be the charity coordinator, working with groups of students and enabling an outward focus. A chaplain can have a key support and leadership role amidst crises, whether caused by bereavement, redundancy, illness, major emergency or Ofsted! In such contexts the chaplain can signpost to specialist support, listen to and support everyone and lead or enable any appropriate services.
- **Mentoring:** Chaplaincy can also involve one to one or small group mentoring for students. It is important not to mistake this with counselling and have clear referral processes.
- **On the edge and in the centre:** A chaplain is at the centre of the school with a direct link person within the senior leadership [often the Pastoral Deputy or equivalent]. A chaplain is also one step removed from the organisation that s/he serves; able to take a wider view and reflect back pastorally and prophetically. A chaplain also has support from local churches.
- **Clubs:** Alongside Christian Clubs, the chaplain can also be involved in a wide diversity of activities, sport, performing arts, projects such as Duke of Edinburgh, Home Work Clubs, Breakfast Club, Chess Club... The list is endless and will depend on the skills and interests of the chaplain and the time available.

The possibilities for chaplaincy are endless [some are outlined above] and the time is limited. Each college or school is distinct, as is each chaplain, and there is a continual cycle of educational change. Therefore it is important for the chaplain to meet at least three times a year with their SLT and Church leaders to reflect on the past term and discuss, discern and agree the priorities for the term ahead.