



# MOORLANDS COLLEGE

## Job Description and Person Specification

<b>Job title:</b>	Chaplain with Special Responsibility for Male Students
<b>Reporting to:</b>	Student Welfare Manager
<b>Staff reporting:</b>	None
<b>Based:</b>	<b>Moorlands Christchurch Campus (MCC)</b>
<b>Hours:</b>	<b>8 pw for 40 term-time weeks annualised</b>
<b>Purpose:</b>	To act as Chaplain with particular responsibility for male students, with all the necessary functions outlined below, under the more general heading of providing pastoral care to the student body.
<b>Key duties will include:</b>	<ul style="list-style-type: none"><li>• Working alongside the Chaplain with Special Responsibility for Female Students to:<ul style="list-style-type: none"><li>○ Deliver and arrange appropriate Chaplaincy support for students across all the College's programmes and modes of delivery</li><li>○ Provide one-to-one pastoral support and care of students in person at MCC and online at other Centres as required.</li><li>○ Ensure efficient operation of the booking system for student Chaplaincy meetings in liaison with the Administration Team.</li><li>○ Attend and support Tutor Groups and Placement-Based Champion Groups at MCC as appropriate.</li><li>○ Be an effective communicator of the role of Chaplain in the College.</li><li>○ Work with the Student Welfare Manager to ensure cohesion and proper process within the College's student welfare structures and systems.</li><li>○ Work in collaboration with the Student Welfare Manager to signpost students to external professionals and services when appropriate.</li><li>○ Liaise with the HR Manager to advise on (but not deliver) distinct pastoral support of staff as required.</li><li>○ Consult with the Chair of the Welfare Panel and Safeguarding Lead in line with the College's policies and procedures for student welfare.</li><li>○ Participate in meetings of the Pastoral Strategy Team.</li><li>○ Provide support for off-timetable/discipleship/retreat/quiet days as required.</li></ul></li></ul>

- Advise students on specialist resources and training – e.g. on mentoring, self-care etc.
  - Contribute to College worship services and prayer meetings as arranged
  - Give independent advice to students throughout the Complaints Procedure.
- Provide chaplaincy support more specifically to male students, through one-to-one and small group meetings, advice, encouragement and referral appropriate to issues faced generally or more distinctively by them as men.

**April 2021**

## Person Specification

<b>Chaplain</b>	<b>Essential (E) Desirable (D)</b>
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• First degree in Theology or related subject, and/or equivalent relevant professional qualification. Mental Health First Aid qualification or equivalent.</li> <li>• Professional training in pastoral care or counselling.</li> </ul>	<p>E E D</p>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Substantial pastoral experience with adults, and with younger adults in particular</li> <li>• Chaplaincy experience.</li> </ul>	<p>E D</p>
<p><b>Skills and Competencies</b></p> <ul style="list-style-type: none"> <li>• Excellent interpersonal skills.</li> <li>• A high level of emotional intelligence and empathy.</li> <li>• Good written and oral communication skills.</li> <li>• Ability to ensure compliance with confidentiality policies, professional standards and GDPR.</li> <li>• Ability to handle complex pastoral situations.</li> <li>• Comfortable using online meetings/conferencing technology, particularly Microsoft Teams.</li> </ul>	<p>E E E E E E</p>
<p><b>Personal qualities</b></p> <ul style="list-style-type: none"> <li>• Positive and flexible approach.</li> <li>• Ability to work independently as well as part of a team</li> <li>• Ability to pastorally support students.</li> <li>• A commitment to continual professional development within the area of pastoral care.</li> </ul> <p><i>This post carries a Occupational Requirement that the post-holder be a committed evangelical Christian who is able to affirm the College's vision and mission, and to sign its Statement of Faith.</i></p> <p><i>Particularly for confidential one-to-one meetings in which sensitive personal information may be disclosed, Moorlands' systems of pastoral care are based on a norm of male Tutors and Chaplains meeting with male students, and female Tutors and Chaplains meeting with female students. This post of Chaplain with Special Responsibility for Male Students is therefore only available to male applicants as permitted under the Equality Act 2010. As mentioned above, the occupant of the post will work closely with the Chaplain with Special Responsibility for Female Students – a post which, on the same basis, is open only to female applicants.</i></p>	<p>E E E E</p>

