



**ST PETER'S
COLLEGE**
UNIVERSITY OF OXFORD

College Chaplain

Further Particulars



St Peter's College is seeking to appoint a new part-time Chaplain. The appointed person will be an ordained priest in the Church of England (or in a church in full communion with the Church of England). The College Chaplain will bring thoughtfulness, personal generosity, intellectual energy, good organisation, imaginative care, good humour and their own grounded faith to the role, will enjoy spending time with, and ministering to, young people and be comfortable working in the friendly, progressive and inclusive ethos of St Peter's College.

In line with the College's founding tenets, the Chapel is a space for Christian worship and teaching and a key part of the Chaplain's role is therefore to uphold the liturgical tradition of the Chapel and support the Chapel community. However, the Chapel is also a place of reflection and encounter for the wider community, for students and members of staff of all faiths and none. As a member of the Health, Wellbeing and Welfare team, the Chaplain offers pastoral support to the whole community. The Chaplain also serves as the key point of onward signposting to other faith leaders and faith communities within and beyond College and leads in facilitating thoughtful and inclusive events addressing questions of potential interest to those of all faiths and none.

Applications must be received by 1pm on 27th August 2024; interviews will take place on 16th and 23rd September; and it is hoped that the newly appointed Chaplain will be able to take up role on 6th January 2025 (or earlier if feasible).

ST PETER'S COLLEGE

St Peter's College is one of thirty-eight self-governing Colleges in the University of Oxford. It is an open, tolerant and creative academic community with a reputation for friendliness and informality. Academics and students from many different backgrounds and countries mix comfortably across many different aspects of College life and work.

The College community is comprised of the Master, Professor Judith Buchanan, c.70 Fellows and academic tutors across subjects, c.80 members of administrative and domestic staff, c.600 students (350 undergraduate students; 250 postgraduate students) and c.25 Visiting Students. St Peter's is a friendly, vibrant and inclusive academic community, and it offers an informal and supportive working environment.

St Peter's College was founded in 1929 to help widen access to the University of Oxford and is a registered charity. Further information about the College's life and work may be found at www.spc.ox.ac.uk



THE CHAPEL

The Chapel sits at the heart of the College site. Built in the 1870s, it served as the Parish Church of St Peter-le-Bailey where the College's founder, Bishop Francis Chavasse, was Rector 1878-1889. For the first 30 years of the College's history, St Peter-le-Bailey doubled as both Parish Church and College Chapel. It ceased to be a parish church in 1961 and has been used exclusively as the College Chapel since then. It is in regular use for services, for College talks and meetings, and for musical, cultural and various social events as part of the wider life of the College. The Victorian choir stalls remain in place; however the congregational pews have long-since been replaced with moveable chairs, making the space, and the configuration of the space, more versatile. The College Chapel boasts a very fine Willis organ and the Chapel's acoustic for choral music is widely admired. The Chapel contains good AV equipment, making it possible to live broadcast and/or record events and services.



THE CHOIR

The Choir of St Peter's College is one of the finest mixed-voice choirs in Oxford. It comprises around 25 auditioned students drawn from both undergraduate and graduate communities. The Director of Music is Mr Quintin Beer, an award-winning conductor from the Royal Academy of Music. He is assisted by a Senior and a Junior organ scholar. The choir has an established reputation in Oxford, and further afield, for choral excellence, diverse repertoire, and collegiality. During the University term, the choir sings two Choral Evensongs per week, one of which is usually also broadcast live. Outside term, the Choir tours regularly, and makes occasional recordings.

SERVICES

There is a calendar of weekly services across the eight weeks of the three University terms.¹ The three main services of each term-time week are Choral Evensong (BCP) with sermon on Sundays at 6pm, Choral Evensong (BCP) without sermon on Thursdays at 6.15pm and Holy Communion on Tuesdays

¹ The three University of Oxford terms are known as Michaelmas Term (October – early December), Hilary Term (January to early March); Trinity Term (April – June).



at 8am. The Chaplain may sometimes preach on a Sunday evening, though inviting external visiting speakers to preach is also usual. St Peter's values its strong choral tradition highly but also enjoys less formal liturgies and events. These may, for example, include Taizé meditations and short services of Compline which currently take place twice a term, led by the Senior Choral Scholar.

The two candle-lit Advent Carol services at the end of Michaelmas Term are a prominent and much-loved moment in the College year. There are a small number of additional special services in the year, such as a Remembrance Day Service and the Founders' and Benefactors' Day Service. From time to time there are weddings, funerals and memorial services to be planned and conducted, and occasional baptisms for current and old members of the College community.



THE ROLE

The position has become available because the current incumbent, who has been the College Chaplain for the past ten years, will be retiring from post in the Autumn.

The Chaplain is responsible for the administration and organisation of the liturgical life of the Chapel. The Chaplain takes responsibility for the conduct of the services in the Chapel, according to the practices of the Church of England, in ongoing conversation with, and under the line management of the Master of the College. The College Chaplain will be licensed by the Bishop of Oxford.

St Peter's Chapel is an Anglican foundation, and conducting services of Christian worship is central to the Chaplain's role. However, the Chaplain's pastoral community is wider than the Christian community of the College. The newly appointed Chaplain will therefore be demonstrably centred in their own faith and liturgical traditions, while also offering supportive, spiritual care for St Peter's diverse, multi-faith community, in line with the College's friendly, progressive and inclusive ethos. The Chaplain will ensure that the whole community feels welcomed and included - for example through facilitating ecumenical and inter-faith conversations and initiatives.

The Chaplain is part of the College's Health, Wellbeing and Welfare Team. The team is led by a full-time Dean for Welfare who is a mental health professional. The duties of the Chaplain as part of this team include liaising with other members of the team, ensuring that appropriate professional protocols are followed, including those relating to confidentiality, and undertaking training intermittently in areas relevant to the duties of the post and the personal development of the post-holder.

The Chaplain will be visible and approachable within the community and may sometimes need to be available to students and staff at short notice (within the terms of their contract), contributing to the non-academic life and well-being of the College.

PRINCIPAL RESPONSIBILITIES

- Maintaining and enriching the liturgical life of the College Chapel within the traditions of the Church of England
- Supporting the life of the Chapel community
- Leading on religious provision for the diverse College community
- Working as part of the Health, Wellbeing and Welfare Team to provide pastoral support to students, staff and the wider College community

OVERVIEW OF DUTIES

Religious and Spiritual Provision

- Supporting and enhancing the religious and spiritual life of the College in line with its friendly and inclusive ethos
- Inviting in thoughtful and thought-provoking speakers to enhance the life of the Chapel
- Supporting members of the College community in their own reflections upon faith and on their own spiritual journeys
- Serving as the College Chaplain, signposting College members of all faiths and none to appropriate supportive provision in Oxford
- Facilitating thoughtful and inclusive conversations within College to stimulate and address questions of potential relevance and interest to those of all faiths and none
- Representing the College as appropriate in the wider religious life of the city and the University

Chapel Tradition

- Providing a range of services that meet the needs of the community, covering points of celebration and commemoration in the Church and the College calendar throughout the academic year
- Facilitating a full range of occasional offices for eligible members of the community who seek them
- Leading services throughout the year and preaching regularly as part of a termly programme of preachers that will include guest speakers from other traditions
- Supporting the work of the Director of Music in relation to the Chapel Choir and matters concerning Chapel Music
- Taking responsibility for the Chapel fabric and necessary consumables
- Overseeing the administration of the Chapel diary, in liaison with the Master, including use of the Chapel for lectures, concerts and other events
- Appointing and supporting the Chapel Clerks in their work for the Chapel community
- Supervising the livestreaming of services and other Chapel events related to the work of the Chaplain, in liaison with the Communications Manager
- Administering the College's involvement in its livings, in liaison with the Ordinary and relevant patrons and Bishops, including occasionally attending interviews and services of licensing
- Ensuring appropriate safeguarding and other measures are in place for those using the Chapel, in particular when there are school groups visiting.



Pastoral Work

- Working as part of the wider College Health, Wellbeing and Welfare Team, providing pastoral care to members of the College who might seek the Chaplain's support. This includes students, academic staff, non-academic staff, emeritus fellows and alumni of the College. Such support includes attending with care to individual circumstances, for example for those experiencing bereavement, or mental health concerns, or who seek support for other reasons. A particular focus for the HWW Team is enabling supportive conversations about identity, including for members of LGBTQIA+ communities.
- Overseeing Chapel protocols relating to safeguarding procedures and maintaining good communication with the Dean for Welfare who is the College Designated Safeguarding Lead.



PERSON SPECIFICATIONS

Essential

- A fully ordained priest in the Church of England (or a church in full communion with the Church of England);
- A personal Christian faith
- A graduate (in any subject)
- Ability to organise and conduct services in the College Chapel, to preach thoughtfully and engagingly and to organise appropriate visiting preachers and speakers from a range of positions and traditions
- An appreciation of the importance of the choral tradition to the life of the College
- An interest in and appreciation for the musical life of the College, and willingness to work closely with the Director of Music, the College Choir and the Organ Scholars to promote and develop this
- A demonstrable commitment to promoting equality and inclusion, including an understanding of the role that faith can play in working for a more equal and inclusive world
- An ability to be flexible about hours of work which may need to vary from time to time
- Willingness and ability to provide pastoral support to those of all faiths and none
- A warm, empathic and approachable manner enabling strong professional relationships with students from a wide range of backgrounds, and with all academic and non-academic colleagues, including teaching staff and domestic and maintenance staff
- An understanding of the sort of academic work pressures experienced by undergraduate and postgraduate students
- Excellent interpersonal skills and a willingness to listen
- Commitment to the value of Higher Education and to the broader educational aims of the College
- An understanding of the importance of safeguarding and a willingness to undertake appropriate training where required
- Excellent written and spoken communication skills
- Sound IT skills
- A strong and proven ability to work collaboratively and effectively as part of a wider team
- A high level of attention to detail
- Ability to respond positively to constructive feedback
- A satisfactory DBS check

Desirable

- Professional training in pastoral care
- Experience of working closely with students or young adults
- Experience of and enthusiasm for ecumenical and/or inter-faith work

APPOINTMENT DETAILS

It is hoped that the successful candidate will be able to take up their appointment by Monday 6th January 2025 or sooner.

The role is a permanent part-time appointment which could be held in conjunction with other employment.

The appointment will be conditional on verification of the successful candidate's right to work in the UK, subject to the receipt of satisfactory references, one of which should be a current employer, and to an appropriately clear enhanced DBS check.

There will be an initial probationary period of 12 months. During the initial probationary period, notice will be one month on either side. Subject to satisfactory review and confirmation of the post, the notice period will be three months on either side.

TERMS AND CONDITIONS

Reporting

The Chaplain reports to the Head of House (The Master).

As a part of the Health, Wellbeing and Welfare Team the Chaplain works collaboratively with other members of the team, and liaises directly with the Dean for Welfare who leads the HWW Team.

Hours

The average weekly hours over the year will be 17.5 hours (0.5fte). Working hours will be concentrated in weeks 0-9 of the University term as required, but with some cover out of term to support other members of the College community and to plan appropriately for the term ahead.

Salary

This 0.5 FTE role carries a salary in the range £18,013 - £20,866 per annum, plus free meals while the kitchens are open (see SCR membership below). (The equivalent 1.0 FTE salary for this role is therefore in the range £36,025 - £41,732 per annum.) This is on the University's Academic Related Grade 7 scale.

Holiday

The appointee will be entitled to 30 days paid holiday plus bank holidays (pro-rata for part-time), to be taken at times agreed with their line manager thereby ensuring the continued smooth running of the Chapel. It is not normally possible for the Chaplain to take holiday during Weeks 0-9 of term inclusive.

Pensions

The appointee will be automatically enrolled in the Universities Superannuation Scheme with effect from the start date of their employment; it is possible subsequently to opt-out.

SCR membership

The post-holder will be invited to become a member of the St Peter's Senior Common Room. Members of the SCR have full dining rights, entitling them to free meals in term-time, and in the vacation as long as the kitchens are open. Members of the SCR pay a termly subscription (currently £40 per term).

Healthcare: All staff are eligible to subscribe to the Oxford Colleges' Healthcare Plan.

The appointment is dependent on a satisfactory Disclosure and Barring Service (DBS) check at the enhanced level, processed ahead of the start of their employment.

HOW TO APPLY

Applications should comprise a detailed CV together with a short cover letter (no more than two sides in length). The letter should explain your interest in the role and highlight the specific strengths and experience that you would be able to bring to the role. Candidates are also requested to give details of the names and contact details of two referees. It would be helpful if candidates could indicate the capacity in which their referees have gained knowledge of their work. References will not be taken up before the first-round interview stage.

APPLICATION SCHEDULE

Applications should be sent to: human.resources@spc.ox.ac.uk by 1pm on Tuesday 27th August. NB: late applications will not be considered.

Tues 27 th August, 1pm:	Deadline for receipt of applications
Mon 2 nd September:	Longlisted candidates invited for interview
Mon 16 th September:	Longlist interviews at St Peter's College
Tues 17 th September:	Shortlisted candidates informed
18 th , 19 th and 20 th September:	Familiarisation visits for shortlisted candidates
Mon 23 rd September:	Final-round interviews for shortlisted candidates

Potential applicants wishing to discuss the post informally ahead of applying should contact Professor Buchanan's confidential EA, Amanda Jones, to make an appointment: amanda.jones@spc.ox.ac.uk The College welcomes approaches for informal conversations from those considering applying.

The policy and practice of St Peter's College require that entry into employment with the College and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post. To help ensure that this policy is fully and fairly implemented and monitored, applicants for employment at the College are asked to fill in a [recruitment monitoring form](#) and return it to the Human Resources Manager. Completion of the form is voluntary.

Applicants will be contacted by email and phone and should therefore ensure that an email address and phone number (a mobile phone number for preference) are supplied as part of their application materials that the College can use for this purpose.

DATA PROTECTION

All data supplied by applicants will be used only to determine their suitability for the post and will be held, as defined in the General Data Protection Regulation ("GDPR"), the Data Protection Act 2018 and the College Policy on Data Protection as amended from time to time.



St Peter's is an equal opportunities employer that supports and encourages underrepresented groups and values diversity.