



EWELME ALMSHOUSE CHARITY
REGISTERED CHARITY No 200581

TRUST CHAPLAIN: ROLE PROFILE

Ewelme Almshouse Charity, also known as God's House in Ewelme, is one of the oldest almshouse charities in the country. It has its origins in the Chantry Foundation established by William and Alice de la Pole, the Duke and Duchess of Suffolk, in 1437. Its purpose was to provide almshouses for thirteen poor men from their estates, and a school in the village of Ewelme for boys similarly from their estates. The income for running the almshouse and the school was to come from the endowment of estates owned by the de la Poles at Ewelme near Wallingford, Marsh Gibbon near Bicester, Ramridge near Andover, and Conock in Wiltshire.

Today, our purpose remains the same, but our beneficiaries and provision is wider. We operate three sets of almshouses, two in the village of Ewelme, Oxfordshire, and one in the village of Marsh Gibbon, Buckinghamshire. All are open to older people of limited means who have a past or present connection to the areas surrounding the Charity's existing estates in Buckinghamshire, Oxfordshire and Hampshire.

Ewelme Almshouse Charity is run by a Board of Trustees, which is responsible for the strategic direction of the Charity, manage its estates and investments and has oversight of its almshouses and residents. The Board is supported by a small staff, comprising the Trust Manager, who oversees the day-to-day operations of the Charity and its staff, the Trust Chaplain, the Warden and the Relief Warden. The Trust Chaplain is an integral part of the team, promoting resident wellbeing through spiritual guidance, pastoral support and social activities. The post is complemented by that of the Warden, who is responsibility for practical support and site management.

For further information on the Ewelme Almshouse Charity please see our website at www.ewelmealmshouses.org

ROLE TITLE	Trust Chaplain
EMPLOYER	Ewelme Almshouse Charity
LINE MANAGER	Trust Manager
LOCATION	Ewelme, Oxfordshire & Marsh Gibon, Buckinghamshire
ROLE TERM	Permanent, subject to a six-month probation period.

ROLE PURPOSE

To support the Ewelme Almshouse Charity in promoting the wellbeing of its residents through the provision of pastoral care and spiritual guidance with a Christian ethos. To offer spiritual counsel to Trustees and staff across the breadth of the Charity's operations.

PASTORAL SUPPORT

- To be visible and available to all residents for pastoral support, spiritual guidance and hospitality.
- To visit each almshouse site on a regular basis and to spend time with each resident as required.
- To organise social events, outings, services or concerts for residents.
- To work collaboratively with residents and staff to nurture a community spirit within and between each almshouse site.
- To be an experienced listener, able to support and nurture resident wellbeing.
- To liaise with the Warden in welcoming new residents into the almshouse community.
- To support residents on their return from hospital or respite care.
- To liaise with a resident's Next of Kin (NOK) and / or family at times of transition and change.
- To help organise and attend Residents' Meetings.
- In collaboration with the Warden, undertake home visits to prospective residents.
- Liaise closely with the Warden to ensure practical and pastoral provisions interconnect positively.

SPIRITUAL GUIDANCE

- To offer spiritual support to residents at all almshouse sites.
- To liaise with the Rector and Trust Manager in organising the annual Residents' Service.
- To give care to the forms of service offered to meet the needs of a diverse range of residents who may come from all faiths or none.
- To liaise with the Rector of the Benefice and the Associate Priest at Ewelme to ensure spiritual care dovetails with that offered through the parish.
- To enhance the Charity's spiritual offer through the provision of events and services.

- To work proactively with spiritual organisations across the Charity's areas of operation.

CHRISTIAN GUIDANCE AND SPIRITUAL COUNSEL

- To act as a critical friend to the Charity's committees, advising on spiritual and pastoral issues pertinent to the work of the Charity.
- To attend Board or Committee meetings as required.
- To support the work of the Trust Manager and the Warden, by offering a spiritual dimension to work across all areas of operations.
- To attend staff meetings and other meetings as required.
- To promote good understanding and attitudes between residents, staff, visitors and outside agencies.
- To promote an understanding of the history and work of the Charity to encourage greater awareness of what the Charity is able to offer within the wider community including providing talks to outside agencies and organisations.

GENERAL

- To undertake training courses as required.
- To carry out other duties that may, from time to time, be required.
- To be involved in other areas of almshouse administration as required.

PERSON SPECIFICATION – ESSENTIAL CRITERIA

1. Be licensed or otherwise authorised within the CofE, or hold an equivalent office and be in good standing within a denomination recognised by Churches Together in England;
2. Be sensitive to the faith needs of a community, with experience of ministering to a community within or outside the Church of England;
3. Be able to communicate sensitively and interact with people of all ages as part of their pastoral care, doing so in a confident and engaging manner;
4. Be mindful of the challenges older people may face;
5. Through spirituality and prayer promote the caring tradition of the Charity;
6. Have an outward vision, and be prepared to proactively spread the word of the Charity within the local community;
7. Be capable of building links with local churches of all denominations & faiths;
8. Undertake professional development opportunities as and when required;
9. Be well organised, a good team player, and able to work without supervision;
10. Be comfortable being part of, and ministering to, a small community but one that is outward looking and community minded.
11. Have a demonstrable ability to work with integrity, sensitivity and with due regard to confidentiality.
12. Have an awareness of safeguarding legislation and its practical implementation.

DESIRABLE CRITERIA

13. An understanding of the almshouse model.
14. Experience of working within the charitable sector.

15. Some prior knowledge of the Charity and the geographical areas of its estates.

TERMS AND BENEFITS OF EMPLOYMENT

Full details are contained within the Contract of Employment, but include:

Salary	£8000 stipend per annum
Hours	8 hours per week, flexible
Annual Leave	44.8 hours (5.6 weeks)
Pension	5% Employer contribution to NEST or to own scheme
Probation Period	A six-month probation period applies to this post.
DBS	This post is exempt from the Rehabilitation of Offenders Act (Exceptions Order) 1975 and an appropriate Enhanced Disclosure application will be made by the Charity to the Disclosure and Barring Service.

HOW TO APPLY

To apply, please email trustmanager@ewelmealshouses.org with the following information:

- Your current CV
- A supporting statement, explaining how your skills and experience match the requirements of the role.
- Two work-related referees who we can contact if you are shortlisted for interview.

The closing date for applications is: **Friday 10th April 2026**