



# ARCHDIOCESE OF LIVERPOOL

## Job Description

<b>Job Title</b>	Catholic Chaplaincy Assistant
<b>Department</b>	Catholic Chaplaincy to Liverpool Hope University
<b>Reports to</b>	University Catholic Chaplain, Fr Stephen Pritchard, or other designated person
<b>Location</b>	LACE, Croxteth Drive, Sefton Park, Liverpool L17 1AA
<b>Hours of Work</b>	Temporary, Part time, 20 hours per week, 39 weeks per year
<b>Terms</b>	Satisfactory completion of a six month probationary period
<b>Other</b>	Pension Scheme available after eligibility criteria fulfilled Annual Holiday 25 days pro-rata for part time roles Own car mileage expenses at Archdiocese rate

**This post is subject to an Enhanced Disclosure Check**

### Purpose of Job

To provide pastoral support to students and staff across the University, helping them specifically to link their lives to their studies and own personal faith journey. This will be achieved by working under the supervision of the Catholic Chaplain, Fr Stephen Pritchard, and wider University Chaplaincy Team.

This will also provide an opportunity for the post holder to develop their own skills and to use their time during placement to reflect and consider own plans for the future.

### Main Duties and Responsibilities

1. To be an integral member of the University Chaplaincy Team, serving the whole University by working alongside the wider ecumenical Chaplains.
2. To support the University in its motto to be 'fully Anglican, fully Catholic and fully ecumenical' by contributing to weekly and term events run from the chaplaincy, in order to further develop relationships with Catholic students and to serve their needs.
3. Support the Catholic Society, Fresher's Fare and Chaplaincy team as part of the university induction programme for new students.
4. Develop initiatives with the Catholic students group by arranging and attending evening meetings on a weekly basis and organising events for students to attend during each term to include 'welcome events' to help new students to integrate into university life.
5. To organise and promote 'Flame 2017', in order that a selected group of students can attend the live event to be held at Wembley Arena in March 2017.
6. To be actively involved in chaplaincy events/activities and other social events that arise during the year.
7. Using social media sources, create and maintain a virtual chaplaincy to promote the service amongst students and to engage with those who may not always be able to access the chaplaincy base.

8. To work with students on a peer to peer level arranging retreat experiences, pilgrimages and term time activities in conjunction with the Catholic Chaplain.
9. To build and maintain relationships with international students, supporting them during their transition into life in Liverpool.
10. To develop links between Catholic students, the Archdiocese of Liverpool and national Catholic agencies by working collaboratively with the Archdiocesan Youth Ministry Team, 'Animate' and other chaplaincies in the city of Liverpool.
11. To liaise with CAFOD, Pax Christi and Missio to gain an understanding and appreciation of social justice and peace issues in order to engage with students and the wider church community in this regard.
12. To develop meaningful liturgy and worship times with particular focus on Sunday University Mass, using promotional materials, social media, liturgy planning and helping with social time following Sunday mass in the chaplaincy.
13. Attend Chaplaincy Team Meetings as required during the year.

### **General**

- 1 Where necessary, attend, support and contribute to in house and external training programmes to aid continuous individual development.
- 2 At all times act in a professional and appropriate manner and actively promote the ethos of the Archdiocese of Liverpool.
- 3 To undertake such other duties as may reasonably be required of you that commensurate with your level of responsibility and experience.

### **Confidentiality:**

During your employment you may gain knowledge of confidential matters, which may include personal and/or business related issues. Such information must be considered strictly confidential and must not be discussed or disclosed. Failure to observe this confidentiality could lead to disciplinary action being taken against you.

### **Data Protection:**

Where it is a requirement of the job for the post holder to use computers or other information technology, he/she will be required to ensure that security procedures are followed as appropriate and that confidential information for example, passwords, are not communicated to unauthorised individuals.

### **Safeguarding:**

The post holder, during the execution of this role, will come into regular contact with children and vulnerable adults and will adhere to all diocesan safeguarding procedures.

### **Health and Safety:**

All employees are required by Section 7 of the Health and Safety at Work Act to take reasonable care of their own health and safety and that of others who may be affected by their acts and omissions.

### **Display Screen Equipment Users**

Section 39 of the Employee Handbooks states that employees who, following a suitable assessment, are deemed to be a Display Screen Equipment (DSE) User will be eligible to have an eye test funded by the Archdiocese of Liverpool and, where necessary, financial support towards the costs of lenses.

This post does not require the job holder to habitually use DSE as part of their normal work and therefore is not classed as a Display Screen Equipment User.

**Voluntary Duties:**

During your employment, should you wish to engage with any activities which are deemed voluntary in nature, these must be undertaken outside of your contractual working hours as they do not form part of your employment with the Archdiocese. Examples of such voluntary duties include; counting of offertory monies, assisting at funeral services; organising pilgrimages; preparing rotas for readers and ministers of communion; supervising volunteers or any other sacristy duties.

**General Clause:**

This job description is not intended to be exhaustive but to indicate the main responsibilities of the post and may be amended from time to time after consultation with the post holder. Any changes will be agreed in conjunction with the Head of Department or other designated person.

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**Signed by Employee:** ..... **Date:**.....

**Print Name (Employee)**.....

**Signed by Manager**..... **Date:**.....

**Print Name (Manager)**.....

## Person Specification

Job Title :

Criteria	Essential	Desirable
<b>Qualifications</b>	A good standard of education	
<b>Experience</b>	A good grounding in the Christian faith Involvement in church life	Experience of volunteering in chaplaincy  Experience of collaborative working in an ecumenical context  Previous attendance at retreats or other faith events
<b>Skills and Knowledge</b>	An ability to work as part of a team and individually  Highly developed planning and organising skills  Confidence in communicating own faith journey  IT literacy with a good working knowledge of Microsoft Office and an ability to work with social media (ie. twitter, facebook, tumblr)	
<b>Personal Attributes</b>	A practising Roman Catholic  Empathy with the ethos and mission of the Roman Catholic Church  An ability to work collaboratively with people of all faiths  Reliable, trustworthy and generous in spirit  An appreciation of the need for sensitivity and confidentiality  A flexible attitude to work and duties undertaken  Ability and desire to learn new skills/tasks quickly.	Sense of humour

**Updated: May 2016**