



Chaplaincy Adviser Application Pack

March 2025



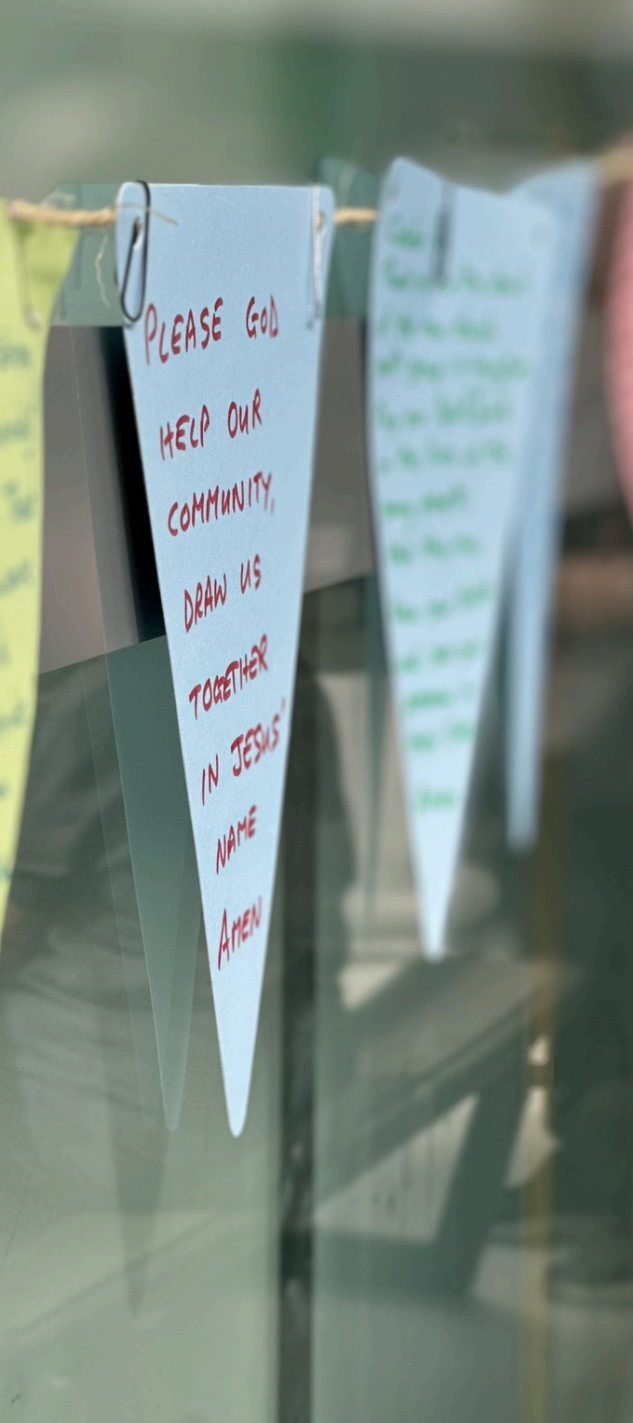
DIOCESE OF
Bath & Wells

Living and telling the story of Jesus

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Dear applicant

Thank you for your interest in the post of Chaplaincy Adviser. This post will support the continued growth and development of chaplains and chaplaincy across our diocese. The new post holder will discover that there is a strong foundation on which to build and we are excited to see the next stage of our chaplaincy journey will develop.

We hope that this application pack provides the information you need in order to discern whether to apply for this post. If, however, you have any further questions please initially contact Human Resources.

If you would like an informal conversation about the post, you are welcome to contact Julia Hill, Head of Mission Support and Ministry Development, via email julia.hill@bathwells.anglican.org

The key dates for the appointment process are on the following page. Should you decide to apply for the post we look forward to receiving your application and wish you well. Details on how to apply are at the end of this pack.

Contact details

Human Resources - Enita Andrews, HR Manager

Phone: 01749 685113

Email: recruitment@bathwells.anglican.org

Application details

Shortlisting

To ensure the fairness of the selection process, shortlisting will be based upon the information which you will provide in your application and assumptions will not be made about your experience or skill. We will look for demonstrable evidence that you meet the criteria set out in the person specification. If after 3 weeks from the closing date you have not heard from us, please assume that you have not been shortlisted on this occasion. A copy of our privacy policy for job applicants can be downloaded from our website.

Interviews

Interviews will place at Flourish House in Wells on 8 and 9 April 2025 in parallel with interviews for the post of Mission Team Leader. Suitable candidates have the option to apply for both the Chaplaincy Adviser and the Mission Team Leader post, creating one full time post.

Further details regarding the selection process will be communicated to applicants invited for interview. The interviews will include a panel interview and leading a workshop.

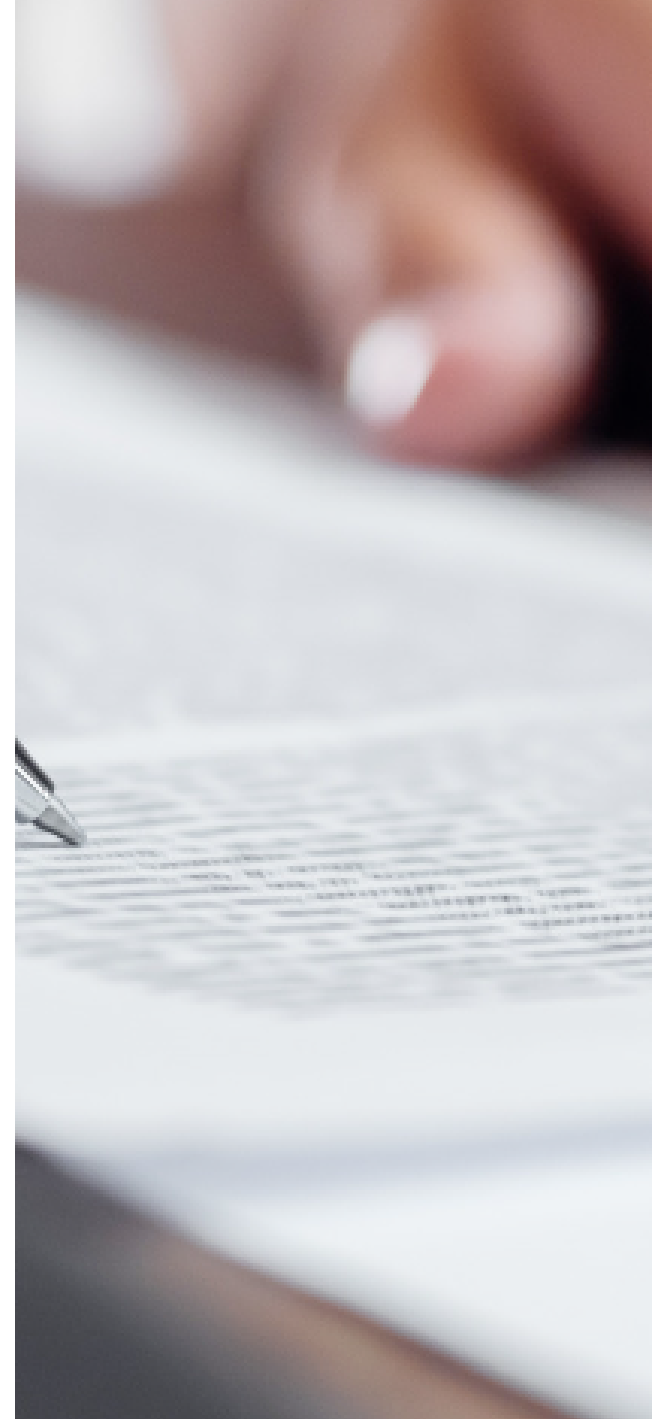
Safeguarding

We are committed to the safeguarding and protections of all children, young people and adults, and the care and nurture of children within our church communities. We will carefully select, train and support all those with any responsibility within the Church in line with Safer Recruitment principles.

This means that we will:

- Ensure that our recruitment and selection processes are inclusive, fair, consistent and transparent
- Take all reasonable steps to prevent those who might children or adults from taking up, in our churches, positions of respect, responsibility or authority where they are trusted by others.
- Adhere to safer recruitment legislation, guidance and standards.

Further information can be found in our Safeguarding Policy available on the diocesan website.





The Diocese of Bath and Wells

The Diocese of Bath and Wells broadly encompasses the historic county of Somerset, extending to include a small part of the county of Dorset. It is a diverse region with more than 500 settlements across the county, many of them small and rural which account for 43% of the population. Although two thirds of Somerset is rural, more than half the population lives in urban areas.

The diocese loves and serves in the region of 1,000,000 people who live here through its family of 466 parishes and 182 church schools and more than 170 chaplaincies. This family works for the good of local communities in a range of practical and pastoral ways, caring for the vulnerable, supporting families and encouraging children and young people.

The Bishop of Bath and Wells has overall responsibility for the diocese. He is assisted by the Bishop of Taunton.

The diocese is split into three areas: the archdeaconries of Bath, Wells and Taunton. We support chaplains across our diocese: ranging from pupil chaplains in primary schools, through chaplains in industry, healthcare and education, to relatively new court chaplains, and Anna Chaplains who support the elderly.

Everything the diocese does is underpinned by prayer and worship and we are driven by our vision that: 'In response to God's immense love for us, we seek to be God's people, living and telling the story of Jesus.' We seek to live this story as disciples of Jesus Christ in the world and to tell it, both in sharing the good news and by the way in which our lives speak about Him.

Living and telling the story of Jesus

Our vision and strategy speaks to the story of Jesus; his life, teaching and work, his death and resurrection; the story which is the context of our faith and the content of our message. In the Diocese of Bath and Wells we strive to be a growing church. We are committed to witnessing and to living out the Gospel of Jesus as we seek to transform and be at the heart of our local communities, sharing in love and care for our neighbours, and service to those in need. Chaplaincy plays an important part in how we are able to fulfil that vision in a way that is distinctively Christian and utterly inclusive.

We are working together to achieve this vision by:

- Valuing, cherishing and developing the people and resources we already have
- Sharing in ministry and leadership
- Developing new and existing Christian worshipping communities
- Growing and deepening faith





About the role

There is already a flourishing landscape of chaplaincy across Bath and Wells, encompassing paid and unpaid roles, children and adults, Anglican, Ecumenical and Interfaith; present in a wide variety of contexts, including education, healthcare, uniformed organisations, industry and courts.

The Chaplaincy Adviser has been active in seeing opportunities to develop chaplaincies, supporting the set-up of new chaplaincies and offering ongoing expertise and support as well as regular convening and training opportunities. The expertise of the adviser is pivotal to the success of this work, as is their ability to work alongside colleagues to develop the work.

Our vision for the next stage of this work is to continue to see opportunities to partner and grow chaplaincies, including in the Further Education sector for which we receive part funding for this post.

In this next stage of development we want to integrate our chaplaincy work more with our wider discernment and equipping work across our diocese, so that it can flourish as a vibrant landscape of diverse ministries across our diocese.

We seek a Chaplaincy Adviser to work closely with community partners and colleagues in our support services to maximise the opportunities for the learning from chaplaincy to enrich ministry and mission across our diocese.



Job description

Our vision

In response to God's immense love for us, we seek to be God's people, living and telling the story of Jesus.

As the people of God across our diocese we seek to grow churches and transform communities through

- valuing, cherishing and developing the people and resources we already have
- sharing in ministry and leadership
- developing worshipping communities
- growing and deepening faith

This role is part of working towards that vision.

Key purpose of the post:

To support the continued growth and development of chaplains and chaplaincy across Bath and Wells; and strengthen the connectivity between chaplaincy and parochial and deanery contexts to enable parity of esteem and mutually enriching ministry and mission.

Key relationships:

Mission Development Team Leader
Chaplaincy Advisory Group
Education Team
New Christian Communities Lead
Vocations Team Leader
Ministry Training Team Leader
Safeguarding Team

Ecumenical Adviser (vol)
Interfaith Adviser (vol)
Head of Mission Support and Ministry Development
Archdeacons of Bath, Taunton and Wells
Bishops of Bath and Wells, and Taunton
Area Deans and Lay Deans
Line Manager for 2 context-based chaplains

Main responsibilities

Below are the outcomes we are looking for from this post and guidance on the parameters. This is a part-time post, and it is explicit that you will not be able to deliver the outcomes without drawing on a range of colleagues, including chaplains themselves.

Specific objectives, in line with the intended outcomes and given parameters, will be agreed with your Line Manager at your 6-monthly Reviews.

Outcome 1

- Those with a call to chaplaincy can explore that calling and find support when discerning a possible role
- Additional outcome: Vocational discernment becomes increasingly open to a range of ministries, lay and ordained, parochial and non-parochial

Parameters:

- Working closely with the Vocations Team Leader, who has overall responsibility for vocational discernment so that chaplaincy discernment is better integrated, to the benefit of all.
- Working to support the Education Team on encouraging the call to chaplaincy of people of all ages, particularly in school and FE settings.
- Where a chaplaincy has been set up in an external organisation, the appointment of chaplains rests with them, but the Chaplaincy Adviser can be a source of expertise and connectivity in the setup, and, where appropriate, be part of appointment panels

Outcome 2

- Chaplains are well equipped for their role, whatever their age or context

Parameters:

- Working closely with the Ministry Training Team Leader, who has overall responsibility for equipping for licenced, commissioned and commended ministry, including assisting in finding curacy placements in chaplaincy contexts. And to assist in the support and development of curates on a dual track with a chaplaincy role.
- Continuing to enable the delivery of Exploring Chaplaincy, or equivalent, drawing on sector specific expertise as well as chaplaincy wide understanding so that a delivery team is developed
- Continuing to enable Exploring Chaplaincy to be both an equipping and a discernment pathway
- Work with Ministry Training Team Leader and Safeguarding team
 - to contextualise Safeguarding training where possible, e.g. through use of case studies
- Working to support Education Team on equipping for School and Pupil Chaplaincy
- Exploring what discipleship pathways can look like in different chaplaincy contexts

Main responsibilities

Outcome 3

- There is a fruitful, growing mutual understanding between chaplaincy and other diocesan contexts and structures
- Additional outcome: There is an enriching of our understanding of what it means to live out our faith in a range of contexts and ways

Parameters:

- Translate and enable honest conversations between chaplaincy contexts and other diocesan contexts – advocating in both directions
- Contribute to diocesan strategy for parishes, schools and chaplaincies by articulating the ways in which chaplaincy does and can contribute to growing church and transforming community

Outcome 4

- New chaplaincies are discerned and developed

Parameters

- Working alongside appropriate diocesan level leaders (e.g. at deanery and archdeaconry level), so that chaplaincy expertise is a catalyst and a source of support
- Seeking opportunities to widen the provision of chaplaincy support in Further Education and post 16 contexts in line with some of our strategic focus
- Interrogating from the beginning how the connection may be made between chaplaincy and church
- Exploring what discipleship pathways might look like in new chaplaincies

Outcome 5

- The ecumenical nature of chaplaincy continues and enriches our diocesan life

Parameters

- Working alongside Ecumenical Adviser and Churches Together to ensure that the work done in chaplaincy enhances our ecumenical relationships and stories can be drawn on to illustrate that collective Christian endeavour

Outcome 6

- The interfaith approach of chaplaincy continues and enriches our diocesan life.

Parameters

- Working alongside Interfaith Adviser and interfaith networks to ensure that the work done in chaplaincy enhances our interfaith relationships.



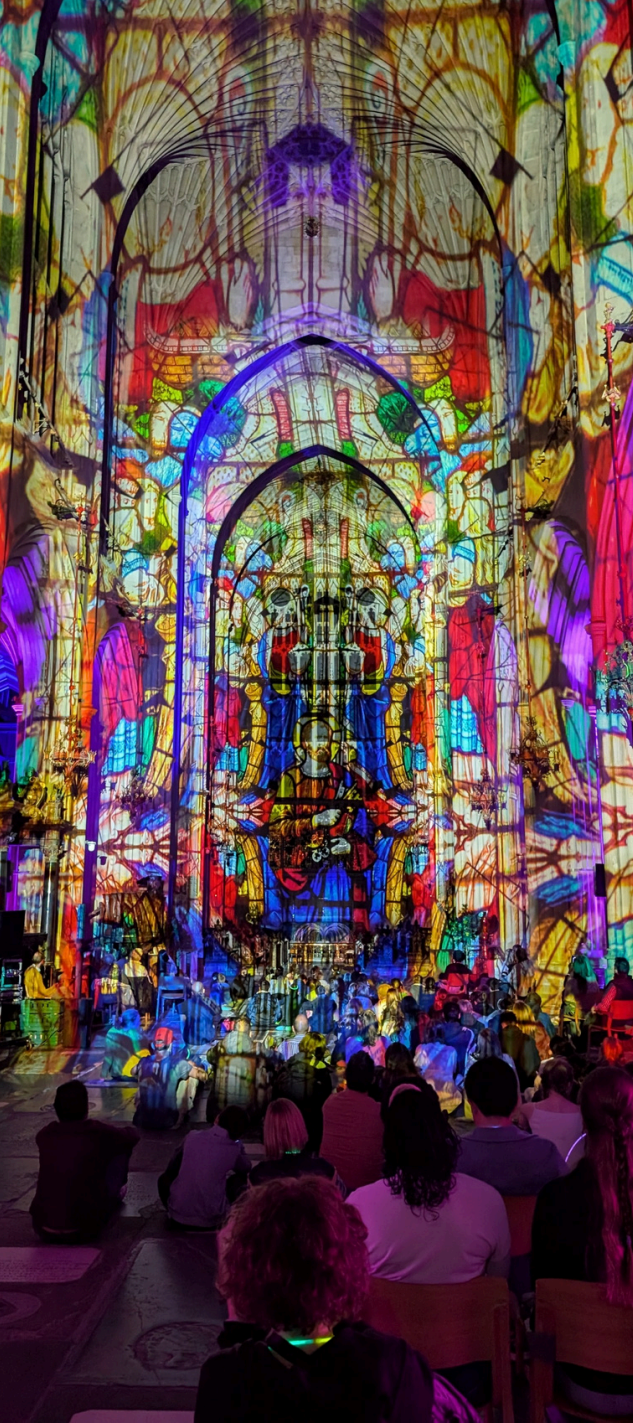
Person specification and role requirements

Person specification

- Someone with experience and a deep understanding of chaplaincy – and the distinctiveness of a missional context where a chaplain is guest, not host, yet also a member of the organisation or team.
- Someone with excellent pastoral skills, able to offer and model good pastoral care that values and cherishes chaplains
- Someone who is able to be an effective translator and connector between chaplaincy and parochial ministry, and understands the intersection between them, in order to enable mutual learning and respect and reduce a sense of isolation for chaplains
- Someone able to build team, so that alongside the named Chaplaincy Adviser role, an effective and engaged team of chaplains and other advocates can add expertise and capacity to the discernment, equipping and support of chaplains
- Someone able to work really effectively across teams with fluid approaches to allocating work and responsibilities
- Practising Christian who is articulate and natural when talking about their faith and the faith of others
- Someone who can influence people in a range of contexts and institutional levels

Role requirements:

- We are seeking a person who shares our values and, whilst not necessarily an Anglican, is a practising Christian. As a result, this post is subject to an occupational requirement that the holder be a practising Christian under Part 1 of Schedule 9 to the Equality Act 2010.
- Understanding of safeguarding and data protection
- Access to own transport and able to travel around the diocese
- Able to work flexibly, outside office hours and at weekends where necessary
- Competent use of IT including MS Word, Outlook, Teams, Excel and PowerPoint



Terms and conditions

Hours of work

Part-time - 0.5 or 0.6 contract (18/21.5 hours per week). Based in the Diocesan Office, Wells

Salary

£37,311 - £43,192 per annum, pro rata

Term

Permanent

Pension

Our pension scheme is administered by the Church of England Pension Board. The employer contributes 10% of the employee's pensionable salary and the employee may choose to make an additional voluntary contribution of any proportion of their pensionable salary. Options are available for clergy to join the clergy pension scheme - for more information please contact our HR team.

Holiday

25 days per calendar year, plus holiday pro rata. The holiday year runs from 1 January to 31 December. Additional discretionary days may be given at Easter and Christmas

Probation

This post will be subject to a six month probationary period.

Expenses

All reasonable working expenses, including mileage for travel, will be met at the agreed Diocesan rates.

How to apply

Please apply for this post using the application form and equal opportunities monitoring form which can be downloaded from <https://www.bathandwells.org.uk/-vacancies/diocesan-staff/> - and send this by post or email, to:

Human Resources
The Diocese of Bath and Wells
Flourish House
Cathedral Park
Wells
BA5 1FD

Email: recruitment@bathwells.anglican.org

The closing date for applications is Sunday 30 March 2025

Interviews will take place over 2 days in Wells on Tues 8 April and Weds 9 April 2025. Candidates will be invited for one of those days.

All applicants are required to complete a Confidential Declaration Form as part of our recruitment process when an offer of employment is made. The form is strictly confidential and, except under compulsion of law, will be seen only by those involved in the recruitment/appointment process and, when appropriate, the nominated safeguarding lead or someone acting in a similar role/position. All forms will be kept securely in compliance with the General Data Protection Regulations, 2018.





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