



# Staff Chaplain Recruitment Pack September 2026

# Dear applicant

Thank you for your interest in the role of Staff Chaplain

This voluntary role is key in supporting us as an employer to support our employee's well-being, resilience and help promote a positive workplace culture. Our staff chaplain is someone who can be an independent and non-judgemental listener, can help employees facing personal challenges or workplace stress. They can also provide pastoral care for all employees of faith and none.

To find out more about who we are, please [visit our website](#).

We hope you'll find that this pack provides all the information you need in order to consider your candidature for this role. If, however, you have any further questions please initially contact Human Resources.

If you would like an informal conversation about the role you are welcome to contact Richard Kelley, Chaplaincy Adviser - [richard.kelley@bathwells.anglican.org](mailto:richard.kelley@bathwells.anglican.org)

Should you decide to apply for this role we look forward to receiving your application and wish you well. Details on how to apply are at the end of this pack.

Enita Andrews  
HR Manager

# Introduction

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.

The Bath and Wells Diocesan Board of Finance (DBF) is seeking to appoint a Staff Chaplain. The DBF employs 85 people; although many do hybrid working, all staff regularly come to the diocesan office, Flourish House.

This is a voluntary role but regular presence is particularly important in chaplaincy – the chaplain will build trusting relationships in good times to encourage and support in harder times. The diocesan staff team is made up of those with a Christian faith, those with other faiths, and those with none; the chaplain is chaplain to all and will hold a distinctive but wholly inclusive ministry in Flourish House.

# Role Description

The Staff chaplain appointed by the Diocesan Board of Finance. This is a voluntary role, but expenses are paid.

## Key Relationships

- the Diocesan Secretary
- Chaplaincy Adviser
- All DBF employees

The chaplain will be supported by the Chaplaincy Adviser and will be able to access all diocesan chaplaincy support and training.

# Time commitment

The position of Staff Chaplain is voluntary, unpaid and requires a regular weekly commitment at the diocesan office in Wells, Flourish House. In addition, support with emergencies will be required if possible and involvement in festival services and events.

The exact time commitment will be discussed with candidates.

You will be entitled to the reimbursement of expenses following the Diocesan procedures, including travel to and from home to the diocesan office.

# Responsibilities

- Proactively and sensitively offer pastoral and spiritual care to all diocesan staff members.
- Discern, respect and meet the diverse cultural and spiritual needs and traditions of staff.
- Pray regularly for staff and volunteers and for the work they undertake.
- Develop our chapel space to become more than just a room but a sacred space that can hold all that we are, both as individuals and as organisation.
- Be available for senior leadership as much as everyone else and hold the tensions with wisdom and compassion.
- Be a witness to the Christian faith in ways that are sensitive and appropriate.
- Provide/facilitate occasional services/worship/spiritual events throughout the year.
- Follow the organisation's procedures and standards, including health and safety, safeguarding and equal opportunities, in relation to its staff, volunteers and visitors.
- Maintain appropriate confidentiality.

# Personal attributes required

- Able to demonstrate active listening and empathetic behaviour.
- Able to create a 'safe space' wherever they are.
- A gift for providing pastoral care and support.
- The emotional intelligence to recognise when interactions are welcome and when they are not.
- Awareness and acceptance of different faith, cultural and spiritual traditions.
- Have an active and confident Christian faith.
- There is a Genuine Occupational Requirement (GOR) that the holder of this post is a practising Christian in good standing with a denomination recognised by Churches Together in England (Equality Act 2010 part 1) and/or able to provide references that they are a member of good standing in a trinitarian church.

# Application and Selection Process

To apply for the role, please complete our volunteer application form and email along with a covering email/letter to the HR Department.

The closing date for applications is Monday 5 October 2026.

Interviews will be held on Monday 12 October 2026 at the diocesan office in Wells.

## Contact details

HR Department - Enita Andrews, HR Manager

Phone: 01749 685113

Email: [recruitment@bathwells.anglican.org](mailto:recruitment@bathwells.anglican.org)





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