CHAPLAIN

Further Particulars

Job Title: Chaplain

Hours: 36 weeks per annum, split equally across 3 terms. Hours per week to be agreed - anticipated to be between 12 and 16.

Salary: £43,000 per annum, pro-rata, based on agreed hours* The Chaplain will be afforded SCR membership privileges.

Reporting to:
1) The Bursar, for general line management and administrative matters
2) The Principal, as Ordinary to the Peculiar, for policy and practice

*Plus agreed additional fees for such occasional offices as may be performed out of standard hours, e.g. weddings.

The College

Hertford College ("the one with the bridge") is a constituent college of The University of Oxford, and a registered charity. Hertford is one of the larger Oxford colleges in terms of student numbers, with roughly 750 students, two-thirds of whom are undergraduates. The main site lies in the heart of Oxford, with origins from the thirteenth century (the current Hertford College was founded in 1874).

The Fellowship, which has responsibility for the governance of the college, currently consists of forty fellows. In addition, thirty lecturers supplement teaching provision, and around 125 members of administrative and domestic staff coordinate and support key activities. Fellows, lecturers, and students are drawn from a range of disciplines across the four Divisions (Humanities, Social Sciences, Mathematical, Physical and Life Sciences, and Medical Sciences). Academic and administrative offices are on the main site, as is accommodation for many students, complemented by further accommodation at various other sites around Oxford.

The college has a reputation for being both progressive and friendly. It was one of the first originally all-male colleges to admit female students, and the ratio of female students to male remains comparatively high. For over fifty years, Hertford has championed access for students from backgrounds under-represented at Oxford, and this continues to be the focus of our outreach work.

Further information about the College is available at http://www.hertford.ox.ac.uk.
The Role

We are seeking a Chaplain who will combine the best of the breadth of Anglican tradition with the provision of spiritual care for the community, in line with the College’s progressive and inclusive ethos.

Theologically the Chapel is middle-of-the-road Anglican, and socially progressive. We value our strong choral tradition, and the Book of Common Prayer Evensong, but we also draw on contextually appropriate and creative liturgies and events to suit the diverse spiritual needs of the whole community. An example list of recent services and events is included as an appendix.

The Chapel has a thriving Choir. The Chaplain will play a key leadership role, supporting the Director of Music, who manages the Choir and organises other College musical activities.

Purpose

The role has two main purposes:

- Religious provision within the College community;
- The maintenance of the Chapel tradition at the College.

Duties: Religious Provision

- Provide advice and signposting, for College members of any faith, to appropriate religious provision in Oxford;
- While not directly responsible for welfare matters, provide pastoral support, where requested and appropriate, to members of Hertford’s community, of all faiths and none;
- Represent the College as appropriate in the wider religious life of the City and the University.

Duties: Chapel Tradition

- Provide a wide range of services that meet the needs of the community, covering points of celebration throughout the year in the College Chapel during term-time;
- Facilitate a full range of occasional offices for all members of the community who seek them;
- Take responsibility for the Chapel fabric and necessary consumables, managing the diary (with the events team), including use of the Chapel for lectures, concerts and other events;
- Preach regularly and organise a termly programme of guest speakers;
- Administer the College’s involvement in its livings, in liaison with the Ordinary and relevant patrons and Bishops, including attending interviews and licencings;
- Manage the work of the Director of Music in relation to the Chapel Choir and matters concerning Chapel Music.
The Person

Essential

- An Ordained Minister of the Church of England;
- Strong affinity with Hertford’s aims and ethos - as a place of learning, and a community;
- A commitment to promoting equality and inclusion, including an understanding of the role that faith plays in a thriving, diverse environment;
- An ability to be flexible, especially with regard to hours of work;
- Strong communication and interpersonal skills.

Desirable

- Educated to degree level;
- An interest in, and experience of, developing musical, cultural or other complementary activities, within a multi-faith setting.

Terms and Conditions

The anticipated start is any time prior to Michaelmas Term (October) 2023.

Salary is as per the details above.

Annual leave
The College offers an annual leave entitlement of 28 working days (five to be used for Christmas Closure), plus Bank Holidays, pro-rata for part-time employees. Bank holidays which fall within the full terms of the University of Oxford are normally worked, for which time off in lieu will be given. The holiday year runs from 1st October to 30th September. Additional holiday days are awarded as long service awards.

Employee Benefits Platform
Free access to thousands of discounts and savings via vouchers, reloadable cards, cashback and online voucher codes.

Free Meals
The post-holder will be able to take free meals, when available, in accordance with SCR rules.

Pension
The post is eligible for membership of the OSPS Pension Scheme, further details of which can be found at https://finance.admin.ox.ac.uk/pensions

Health and Welfare Support
Employee Assistance Programme.

Travel Pass Loan
A discounted travel scheme is available with monthly deductions from salary.

Cycle to Work Scheme / Bike Loan
Monthly deductions from salary. On-site cycle repair service at discounted rates.
Sports Facilities
Access to Oxford University Sport facilities (for which a fee may be payable).

University Card
For discounts in shops, cafes and restaurants and University leisure facilities.

Other staff benefits are outlined on the HR section of the College website: https://www.hertford.ox.ac.uk/and-more/vacancies.

The appointment is subject to a probationary period of six months. The College may initiate a DBS check during employment. You may also be required to submit to a medical assessment that is satisfactory to the College; a medical questionnaire will be provided if relevant to your employment.
Application & Appointment Procedure

Those wishing to apply for the post should email the following documents to hr@hertford.ox.ac.uk by 25th June:

1. CV (maximum three sides of A4);
2. A covering letter detailing how your experience, skills and qualifications meet the criteria for the post.

Applicants are also asked to complete and return an Equal Opportunities Monitoring Form (available from the College website www.hertford.ox.ac.uk/about/vacancies). The information collected on the Equal Opportunities Monitoring form does not form part of the selection process and will not be circulated to the selection panel. It will be used solely to monitor the effectiveness of the College’s equality policy. Completed forms should therefore be sent to hr@hertford.ox.ac.uk as a separate document, and not contained in the same string as the other application materials.

Interviews will take place in July. References will only be taken up where an offer of employment is made.

The appointment will be subject to proof of the right to work in the UK. Regrettably, the College is not able to sponsor applicants for a UK work visa for this post.

The position may be discussed further with the Principal, by appointment with the Principal’s Executive Assistant (principal@hertford.ox.ac.uk).

In accordance with the General Data Protection Regulations (GDPR), we have implemented a Privacy Notice to inform you, as a prospective employee of our College, of the types of data we will process about you. We also include within this notice the reasons for processing your data, the lawful basis that permits us to process it, how long we keep your data, and your rights regarding your data. This Privacy Notice can be found on our website at this address: https://www.hertford.ox.ac.uk/privacy.

Hertford College is an Equal Opportunities Employer
APPENDIX

RECENT SERVICE EXAMPLES

Anglican / Christian Worship

- Book of Common Prayer Choral Evensong
- Plainchant Compline by candlelight
- Holy Communion (choral/instrumental/said)
- Morning and Evening Prayer
- MacBride Matins with University Sermon
- Roman Catholic Mass (termly)
- Nine lessons and carols
- Services of music and readings for Advent, Epiphany, Passiontide, & Easter
- All Souls service
- Service of Remembrance with laying of wreaths
- Ash Wednesday service, with informal ‘ashes to go’

Non-Denominational Events

- Armistice Day remembrance in OB quad
- Vigils for times of national, international, and community lament and protest, e.g. Universities gathering for Transgender Day of Remembrance
- Interfaith Holocaust Memorial Day
- Day of Prayer for Ukraine
- Rite of blessing for Summer Eights
- Annual pancake race
- Pebble pool and prayer board for community prayer requests
- Homelessness action project
- Faith Feasts – working with college members of various faith traditions and the catering team to provide fun, food, information and reflection on diverse festivals e.g. Diwali, Day of the Dead, Hannukah

The Arts

- Weekly recitals organised by Hertford College Music Society
- Choral and instrumental fundraisers e.g. Fauré Requiem, Northern Lights (Scandinavian music)
- Installations e.g. ‘A Level Playing Field’ with interactive stations for prayer and reflection on the theme of equality
- Photography exhibitions e.g. ‘This Girl Can’ for International Women’s Day, ‘The Stations’ photography exhibition focusing on the experiences of Syrian Refugees
- Travelling Exhibitions e.g. James Parkes and the Age of Intolerance