

## Anglican Chaplain & Chaplaincy Coordinator for the University of Bradford (half-stipend)

### ROLE DESCRIPTION

Role description signed off by Ven Dr Andy Jolley, Archdeacon of Bradford

Date: May 2025

To be reviewed 6 months from appointment and 3 yearly thereafter

#### 1. Details of post

Role title (as on licence):	Anglican Chaplain and Co-ordinating Chaplain to the University of Bradford
Responsible to:	Head of Student Life at the University of Bradford
Accountable to:	The Archdeacon of Bradford
Episcopal area:	The Episcopal Area of Bradford
Archdeaconry:	Archdeaconry of Bradford
Deanery:	Inner Bradford
Initial point of contact on terms of service:	Archdeacon of Bradford

#### 2. Role Purpose

##### a. Anglican Chaplain

The role holder will be the Anglican Chaplain, and act as Anglican Faith Advisor in the University. Particular responsibilities are to:

- Build up the Kingdom of God in the University of Bradford by:
  - offering support and time to students, staff and committees within the University of Bradford;
  - offering support and time to Christian organisations and student societies operating within or around the University of Bradford,
  - creatively using opportunities to develop networks and to be a sign of God's love to all, including people of other faiths and those of no faith;

- proclaiming and living the good news so that people may consider following Jesus Christ;
- providing regular Anglican prayer and worship on the campus, as well as opportunities for reflection, fellowship and discussion for Christian staff and students;
- working with the team of Faith Advisors at the University of Bradford, celebrating what we all bring to the 'common good' of local communities, developing mutual religious literacy and creating space to appreciate and live with 'difference'.
- Promote the place of faith within the University of Bradford;
- Build on the work of the outgoing Chaplain, to promote a strong understanding and appreciation of the role of chaplaincy, including the place when necessary of being a 'critical friend';
- Be available in times of crisis and emergency to offer support;
- Have regard to the general expectations of clergy in the Diocese of Leeds (see Appendix 1).

#### **b. Chaplaincy Coordinator**

- To oversee the inter-faith provision at the University of Bradford, and especially student-facing faith support.
- To encourage and develop a shared vision of inter-faith chaplaincy and its place in the University of Bradford
- To coordinate the volunteer Faith Advisors to ensure students and staff are able to access faith advice
- To support Faith Advisors in providing faith specific services (as appropriate) on campus and/or promoting local places of worship.
- To plan and promote an annual programme of religious/cultural events celebrating or marking Festivals and special days which can support and educate
- To liaise with the churches, mosques, temples, synagogues and other places of worship of the area to develop the work of Interfaith Chaplaincy and the university.
- To support the Safeguarding processes relating to Prevent guidelines and inclusive practice.
- To support the Safeguarding team in oversight of faith spaces on campus.
- To present an annual report to the Diocese of Leeds and contribute to the departmental annual reports.
- To undertake any other duties that may reasonably be required of the role.

### **3. Key Working Relationships**

#### *Specific:*

- Head of Student Life (role line Manager at the University)
- Associate Director of Student Wellbeing (Department lead)
- University Vice Chancellor
- Pro Vice-Chancellor for Learning, Teaching & Student Experience
- University Faith Advisors
- Faith leads from places of worship in Bradford
- Leaders from Fountains Church Bradford

#### *Supportive:*

- Bishop of Leeds
- Bishop of Bradford (Rt Revd Dr Toby Howarth)
- Archdeacon of Bradford (Ven Dr Andy Jolley)
- Area Dean of Inner Bradford (Revd Tim Thomas)
- Dean of Bradford Cathedral (Very Revd Andy Bowerman) and Residential Canons
- Inner Bradford Deanery
- Diocesan Office team, including the Human Resources Manager
- Diocesan Mission and Ministry Teams
- Area Clergy Development Officer
- Clergy Counselling Support

#### **4. Health and Wellbeing**

The Diocese of Leeds is committed to promote the wellbeing of our clergy and their households in terms expressed in the Church of England's Covenant for Clergy Care and Wellbeing. We also expect our clergy to manage their time well to ensure that they:

- Take a regular day off each week, trying to ensure that this includes the preceding evening and If the weekly day off is compromised for whatsoever reason, to take a day off in lieu.
- Take their full annual leave allowance each year (six weeks holiday plus Bank Holidays, or time in lieu of Bank Holidays).
- Pay attention to their spiritual wellbeing, including daily prayer and Bible reading, reading / learning in general, quiet days and an annual retreat.
- Build collegial relationships across the Deanery, Episcopal Area and Diocese.
- Engage fully with their annual Ministerial Development Review and Continued Ministerial Development and Education.
- Advise the Area Dean, Archdeacon or Area Bishop as early as possible of any health, stress or anxiety concerns.
- Engage in a continuous learning relationship (e.g. work mentor, spiritual director, peer group) which supports and encourages their ministry. The Area Bishop or Archdeacon can provide a directory of spiritual directors and mentors should this be required.

The Diocese of Leeds works with Health Assured, our Employee Assistance Programme, in delivering a confidential, professional source of support, including a helpline and counselling services, to its clergy and spouses.

Despite the reference to 'Employees', the programme provides services closely suited to the needs of clergy. Details can be seen at <https://www.healthassured.org/>

The HR team at Church House are also available to talk through any issues or questions. For further information, go to the diocesan website: <https://www.leeds.anglican.org/how-we-can-help/supporting-clergy/wellbeing-counselling-and-support-for-clergy/wellbeing-counselling-and-support-for-clergy> or ring this free and confidential helpline: 0800 028 0199.

#### **5. Role context and any other relevant information**

Our vision as the Diocese is about confident clergy equipping confident Christians to live and tell the good news of Jesus Christ. For all of our appointments we are seeking clergy who have a joyful and confident faith which has inspired a track record of church growth.

The following notes may be helpful in giving more background to this post:

- The University of Bradford is a diverse, international and multi-cultural community with many different faiths represented.
- The Diocese of Leeds has traditionally funded the post of Anglican Chaplain who has acted as a coordinator of Chaplaincy services. The University of Bradford recognises the importance and value of this post and contributes towards its cost.
- There is a shared office space for the Chaplain on campus, as part of the Student Life Team, sited in the Student Central Building.
- There is a Chaplaincy Faith Base from where Chaplaincy activity takes place, adjacent to the office space in Student Central.
- There is a Muslim prayer suite (Carlton Prayer Rooms) at the back of the Gym, with other designated quiet spaces around campus.
- The Chaplaincy co-ordinator has an important role in conversations in committees and with individuals in the university.
- The person appointed should feel at home with students and also with staff at all levels in the university. This is the key to the effective ministry within this post.
- There is a close working relationship with the other Student Support services, and also the Centre for Diversity and Inclusion.
- The Chaplaincy has a significant presence on the University SharePoint site and has some social media presence. The university has welcomed and made space for a greater role for chaplaincy and faith advisors. There is the acknowledgement that citizens of today need to be religiously literate in the increasingly multi-faith mix of communities, and it is particularly important in Bradford.
- There is a strong and mutual relationship between the Chaplain and the UBU Sabbatical Officers and exec of the Student Union.
- The next appointee should have a genuine commitment and sympathy for the university and undergraduate/post graduate models of learning whilst seeking ways of working with others to see it continue to be developed.
- It is expected that the person appointed will work flexibly to make the best use of the half-time hours allocated to this role. There will be scope to explore and develop initiatives and the person appointed is encouraged to bring their gifting, experience and passion to the role.
- The University of Bradford will provide a comprehensive induction programme, including mandatory and relevant training in the university's policies and systems.

See separate Documents for Appendices