

## 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: March 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

##### Anglican Chaplain

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

- Share with the Bishop both in the cure of souls and in responsibility, under God, for “building confident Christians, growing churches and transforming communities”;
- Have regard to the calling and responsibilities of the clergy as described in the Canons, the Ordinal, the Code of Professional Conduct for the Clergy and other relevant legislation including safeguarding;
- 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, including (for example) those which offer assistance to international students experiencing isolation;
  - 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 health of the Church and its growth in numbers, in spiritual commitment and in service to local communities;
  - 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 five goals of the Diocesan Strategy (see Appendix).

### **Chaplaincy Coordinator**

- To provide Faith Advice as an arm of Student Support, working within the Student Life & Wellbeing department under the Head of Student Life alongside the Student Life Manager and other managers within the department (e.g., Disability Manager, Counselling Manager and Mental Health Service Manager), and using the Student Life and Wellbeing case management system to record all engagement with students.
- To oversee the inter-faith provision at the University of Bradford, and especially student-facing faith support.
- To coordinate the volunteer Faith Advisors and any other Chaplains:
  - Ensuring students are able to access Faith Advisors of their choosing via coordination of the online referral platform;
  - Ensuring faiths of staff and students at the university are represented by the Faith Advisors and working with local community leaders where gaps arise to recruit safely new Faith Advisors;
  - Ensuring Faith Advisors follow relevant guidelines and training (including recording of student meetings on relevant systems);
  - Encouraging and developing a shared vision of inter-faith chaplaincy and its place in the University of Bradford.
- To support Faith Advisors in providing faith specific services (as appropriate) on campus and/or promoting local places of worship.
- To work with the university data team to ensure the student population is understood each year.
- To plan and promote an annual programme of religious/cultural events celebrating or marking Festivals and special days which can support and educate, working with the Students Union and Centre for Inclusion and Diversity

- To work with university societies with a faith link to connect them with relevant local places of worship.
- To lead and engage in ecumenical and interfaith dialogue and activities within the University and with external partner organisations.
- 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 work with the Faith Advisors to encourage religious literacy within the university - this is particularly important for those who have grown up with limited cultural horizons and had few opportunities to get to know people different from themselves.
- To participate in national, regional and local networks of HE chaplains, seek out best practice in Higher Education Chaplaincy and apply it appropriately to the University of Bradford;
- To support the Safeguarding processes relating to Prevent guidelines and inclusive practice.
- To maintain a significant presence in the procedures around Student Safety and providing support following unexpected deaths.
- To provide a sacred space to hold shared grief and bereavement following student/staff deaths.
- 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 (Rt Revd Nick Baines)
- 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.

## **APPENDIX:**

### **A. FIVE STRATEGY GOALS**

#### **Goal 1: Thriving as a distinctive diocese whose culture is shaped by a shared vision and values**

*“Speaking the truth in love, we will grow to become in every respect the mature body of him who is the head, that is, Christ”. Ephesians 4:15 (NIV)*

- c) With Christ as our model for “Loving, Living and Learning”, to be energised by what it means to be part of the Diocese of Leeds and to see the diocese as “us” rather than “them”: a body of maturing Christians with a shared story to tell and a distinctive part to play.
- c) To be committed to the safeguarding, care and nurture of everyone within our community, and to God’s creation.
- c) To work as part of a diocese that, because of its scale, is making a unique contribution to building the Kingdom of God, while operating at a local level in every parish and episcopal area.

#### **Goal 2: Reimagining ministry**

*“Christ himself gave the apostles, the prophets, the evangelists, the pastors and teachers, to equip his people for works of service, so that the body of Christ may be built up”. Ephesians 4:11-12 (NIV)*

- d) To promote the flourishing of a varied range of models of ministry that are missionally appropriate to context, faithfully yet imaginatively Anglican and financially sustainable.
- d) To work confidently in fruitful clergy/lay partnerships
- d) To actively promote the numerical growth of the church in your care
- d) To work with partners in the local communities to promote evident signs of transformation.

#### **Goal 3: Nurturing lay discipleship**

*“Whatever you do, work at it with all your heart, as working for the Lord, not for human masters”. Colossians 3:23 (NIV)*

- f) To enable all members of your congregations to mature in their calling as Christians in the whole of their lives and take seriously the five marks of mission<sup>[1]</sup>;
- f) To provide pathways for more people to come to Christian faith, reflected in the number of baptisms and confirmations, including teenagers.
- f) To provide and promote nurture courses for enquirers and those new to faith;
- f) To promote small group participation as the norm for mutual pastoral care, Bible study, growth in faith, and outreach;
- f) To encourage and enable people to express their Christian faith confidently outside church;
- f) To promote the prayer life of the church and individuals to underpin all the above.

## Goal 4: Building leadership pathways

*“You have heard me teach things that have been confirmed by many reliable witnesses. Now teach these truths to other trustworthy people who will be able to pass them on to others”. 2 Timothy 2:2 (NLT)*

- c) To share with the Diocese in attracting, discerning, recruiting, training and continuously developing lay and ordained leaders, from informal exploration to accreditation.
- c) To take responsibility for your own vocational development, and to encourage others to do so, making use of diverse opportunities.
- c) To develop and promote the leadership potential of people of all ages.

## Goal 5: Growing young people as Christians

*“Jesus grew in wisdom and in stature and in favour with God and all the people”.  
Luke 2:52(NLT)*

- c) To create and sustain a welcoming, enriching and safe worshipping community for children and young people.
- c) To provide a supportive context for children and young people to mature in Christian faith and to live out that faith in practice.
- c) To contribute to the well-being and faith development of children in the schools and for Church schools to provide every child with an opportunity to encounter Christ and the Christian faith in a way which enhances their lives.

[11](#) To proclaim the Good News of the Kingdom. To teach, baptise and nurture new believers. To respond to human need by loving service. To seek to transform unjust structures of society, to challenge violence of every kind and to pursue peace and reconciliation. To strive to safeguard the integrity of creation and sustain and renew the life of the earth.

## B. UNIVERSITY OF BRADFORD VALUES

At the University of Bradford, we are guided by our core values of **Excellence, Trust, Innovation, and Inclusion**. These values shape our approach and our commitment to making diversity, equity, and inclusion part of everything we do – from how we build our curriculum to how we build our workforce. It is the responsibility of every employee to uphold the university values.



### Equality, Diversity, and Inclusion (EDI)

At the University of Bradford, we are guided by our core values of Excellence, Trust, Innovation, and Inclusion. These values shape our approach and our commitment to making diversity, equity, and inclusion at the heart of everything we do.

We foster a work environment that's inclusive as well as diverse, where staff can be themselves and have the support and adjustments to be successful within their role.

We are dedicated to promoting equality and inclusivity throughout the university and have established several networks where individuals can find support and safe places fostering a sense of belonging and acceptance. We are committed to several equality charters such as Athena Swan, Race Equality Charter, Disability Confident and Stonewall University Champions Programme.

### Health, safety, and wellbeing

Health and Safety is a partnership between employee and employer each having responsibilities, as such all employees of the University have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions.

It is the responsibility of all employees that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

Managers should note they have a duty of care towards any staff they manage; academic staff also have a duty of care towards students.



All colleagues will need to ensure you are familiar with any relevant Health and Safety policies and procedures, seeking advice from the Central University Health and Safety team as appropriate.

We are registered members of the University Mental Health Charter. This visibly demonstrates our commitment to achieving cultural change in student and staff mental health and wellbeing across the whole university, whilst supporting the vision of our People Strategy to create a culture and environment of transformational diversity, inclusion and social mobility, creating a place where our values come to life and are evident in our approach.

Information governance

Employees have a responsibility for the information and records (including student, health, financial and administrative records) that are gathered or used as part of their work undertaken for the University.

An employee must consult their manager if they have any doubts about the appropriate handling of the information and records with which they work.

All employees must always adhere to data protection legislation and the University's policies and procedures in relation to information governance and information security.

Employees will be required, when and where appropriate to the role, to comply with the processing of requests under the Freedom of Information Act 2000. 5

### **Criminal record disclosures and working with vulnerable groups**

Depending on the defined nature of your work and specialist area of expertise, the University may obtain a standard or enhanced disclosure through the Disclosure and Barring Service (DBS) under the Rehabilitation of Offenders Act 1974.

All employees of the University of Bradford who have contact with children, young people, vulnerable adults, service users and their families must familiarise themselves, be aware of their responsibilities and adhere to the University's policy and Safeguarding Vulnerable Groups Act 2006.

The University of Bradford is committed to protect and safeguard children, young people and Vulnerable Adults.

Suitable applicants will not be refused positions because of criminal record information or other information declared, where it has no bearing on the role (for which you are applying) and no risks have been identified against the duties you would be expected to perform as part of that role.