

OXFORD UNIVERSITY CATHOLIC CHAPLAINCY

<u>Job profile:</u>	Assistant Chaplain
<u>Location:</u>	The Old Palace, Rose Place, St Aldate's Oxford
<u>Reporting to:</u>	Senior chaplain
<u>Job purpose:</u>	To work as part of the University Chaplaincy Team in the Catholic ministry to the students of the University of Oxford.

Principal duties and responsibilities

1. To work collaboratively with the other chaplains in supporting/leading or initiating chaplaincy groups.
2. To take an active part in forming and implementing the wider mission and outreach of the chaplaincy, including evangelisation, ecumenical and social outreach.
3. To assist with the planning, preparing and leading of chaplaincy liturgy, prayer and retreats.
4. To assist in communication and administration as appropriate.
5. To assist students in their personal faith journey; where appropriate help them through catechetical programmes and preparation for the Sacraments.
6. To be a welcoming presence available to offer pastoral care and support and spiritual accompaniment to students.
7. To be responsible for your own on-going spiritual, psychological and professional development.

Person specification:

Experience required

1. Experience of working in a pastoral role in the Catholic church.
2. Comprehensive understanding of the Catholic faith and the ability to communicate that faith to those around you.

Competences required:

1. Good organisational skills
2. Ability to build rapport with young people quickly
3. Ability to delegate tasks and direct volunteers
4. To be welcoming and sensitive to others
5. IT & social media literate
6. Good team player

Package

1. Salary of £19,000 per annum based on *an average* of 40 hours per week and 40 weeks per annum, with flexible working hours.
2. Rent free accommodation is provided on site with some meals and a food allowance.