



## **JOB DESCRIPTION:**

### **Oxford Pastorate Chaplain**

Start date:	1 <sup>st</sup> July 2024
Duration:	Permanent (subject to a 6-month probation period)
Hours:	(40 hours a week worked over 5 days)
Location:	Combination of home & desk shared with P/T Office Manager at Unit 8, The Gallery, 54 Marston Street, Oxford OX4 1JU
Holidays:	Equivalent of 6 weeks <i>per annum</i> plus bank holidays (or time in lieu)
Employer:	The Trustees of the Oxford Evangelical Pastorate
Reporting to:	The Chair of the Trustees
Salary:	£32,000. In addition either a housing allowance of £15,000 or housing provided by the Pastorate.

### **Overview**

The Oxford Evangelical Pastorate was set up by Trust Deed in 1893, with the aim of ‘promoting a true and lively faith in Christ amongst members of the University of Oxford’. Since September 2008 the Pastorate’s ministry has focused on postgraduate students<sup>i</sup>. We offer postgraduates the opportunity to relate their academic studies to their faith; we support the leaders in the community with mentoring and formation; and we bring different Christian groups together in cooperative outreach to the University – in service, intellectual engagement, and mission.

The Oxford Pastorate is governed by five trustees, with advisory input from its Council<sup>ii</sup>. The Chaplain will report to the Chair of the trustees of the Pastorate and will be responsible to the trustees for the performance of their duties. The Chaplain meets with the trustees on a termly basis. The Council also meets termly, and the Chaplain provides for them a report on the ministry of the Pastorate and future plans.

Mentoring arrangements to support the Chaplain will be put in place after the appointment has been made. It is not required that the Chaplain be ordained or undergoing ordination training.

### **Responsibilities / Duties**

1. to promote among University postgraduate students ‘a true and lively faith in Christ and a knowledge of divine truth’, as stated in the 1893 Trust Deed of the Oxford Evangelical Pastorate<sup>iii</sup>;

**Serving the Oxford postgraduate and research community, and through them, the world.**

2. to develop a vision for the next decade of the ministry of the Pastorate, working with the trustees and in consultation with the Council and team;
3. to provide executive oversight and leadership for a team of five;
4. to inspire and train Christian postgraduates to communicate and live out the Gospel among their peers. This will require the Chaplain to meet with Christian postgraduate students on a one-to-one basis or in small groups;
5. to work in close collaboration with other organisations in Oxford with similar aims<sup>iv</sup>, meeting on a regular basis with their leaders so that activities involving postgraduates can be best co-ordinated;
6. to explore all opportunities to create and make best use of openings for the Gospel among postgraduate students in Oxford;
7. to maintain good relationships with other Christian ministries working within the University.
8. to seek financial support for work related to the aims of the Pastorate through interaction with donors, in collaboration with the trustees.
9. Academic Research and Teaching: The Chaplain may participate in his/her own research or teaching activities through externally funded programmes linked to the activities of the Pastorate, subject to approval by the trustees and with no more than 0.2 FTE of time funded and occupied in this way.

### **Essential Criteria**

- a. a prayerful person with a living Christian faith rooted in Scripture;
- b. a passion for communicating the Gospel of Jesus Christ to people, regardless of their cultural background;
- c. a love of people, and the ability to engage with them, to listen to them, and to understand their worldview;
- d. a proven track record of working with University students, preferably at postgraduate level;
- e. the ability to build effective teams and enable others through servant leadership;
- f. a high level of theological literacy;
- g. a commitment to integration of faith, vocation and academic life;
- h. a willingness to show hospitality.

### **Desirable Criteria**

- a. a postgraduate degree or equivalent experience;
- b. a willingness to work some evenings and weekends, as appropriate;
- c. some experience of pioneering new Christian ministry;
- d. fundraising and/or small charity management experience;
- e. ordained

### **Additional Benefits**

#### **Grants**

In addition to a salary, the Chaplain will receive a book grant of £400 p/a and help with the cost of an annual retreat.

#### **Accommodation**

Housing allowance or the Pastorate-owned property, currently 33 Jack Straw's Lane.

## **Pension scheme**

The Pastorate provides a pension scheme.

## **Working hours and holiday entitlement.**

Hours are inevitably long in term-time, but the Chaplain will be expected to work, on average 40 hours a week spread over 46 weeks of the year. The annual holiday entitlement is six weeks (not counting bank holidays), to be taken during University vacations, unless agreed otherwise with the Chair of the trustees. Leading missions, student residentials, and other such activities, do not count as holiday.

## **Administration**

All costs relating to the postgraduate student work (e.g., phone; computer; travelling expenses, if any) will be met by the Pastorate.

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## **How to apply**

Please send a CV, covering letter and contact details of two referees to [claire.shuttleworth@oxfordpastorate.org](mailto:claire.shuttleworth@oxfordpastorate.org)

Deadline for applications: **Friday 19<sup>th</sup> January 2024 at 12 noon.**

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<sup>i</sup> The University of Oxford has 13,324 postgraduate students from 160 countries, see: <https://www.ox.ac.uk/about/facts-and-figures>

<sup>ii</sup> For a list of current Council members see: <https://oxfordpastorate.org/about/the-oxford-pastorate-council>

<sup>iii</sup> See entry on Charity Commission website: <https://register-of-charities.charitycommission.gov.uk/charity-search/-/charity-details/4051121/governing-document>

<sup>iv</sup> The Oxford Pastorate works in collaboration with organisations and groups such as:

- The Graduate Christian Forum <https://www.graduatechristianforum.org/>
- Developing a Christian Mind (DCM) <https://dcmoxford.org/>
- Friends International <https://www.friendsinternational.uk/where-we-work/>
- College Chaplains <https://www.ox.ac.uk/students/welfare/chaplaincy>
- Churches in Oxford, listed on our website: <https://oxfordpastorate.org/oxford/churches-in-oxford>