

Bishop's Chaplain Job Description

Employer: The Bishop of Blackburn in his Corporate Capacity

Job Title: Chaplain. This is a senior post in the Bishop's Leadership Team.

Responsible to: The Bishop of Blackburn

Responsible for: Support to the Bishop, management of the Bishop's Office and oversight of the Bishop's diary and workload

Context and purpose

The Church of England in Lancashire seeks to make the Gospel of Jesus Christ known to the people of the county.

Our focus is to live out Vision 2026 under the mission statement 'Healthy Churches Transforming Communities', which has the key aims of making disciples of, being witnesses to, and growing leaders for Jesus Christ, our Lord and Saviour. The purpose is to have much to celebrate in 2026, the centenary anniversary of the founding of the Diocese.

Progressing the Vision is the first priority of the Bishop of Blackburn and his senior team; all Diocesan work is set in this context.

The Bishop is now seeking a Chaplain to support his work in leading the Diocese.

The Bishop will appoint a prayerful, personally mature, theologically able and administratively efficient priest with recognised experience of the Church of England to act as his Chaplain.

The essence of the role is to do everything possible to assist the Bishop in serving the churches, chaplaincies and communities across the county. The Diocese of Blackburn has over 250 parishes, numerous sector based ministries and a membership of 34,000+, all serving a population of 1.3 million.

Core responsibilities of the role

Office and work organisation

- Manage the Bishop's Office; efficient management of the work in the office and across the Bishop's desk, filtering away what the Bishop does not need to engage with in correspondence and emails and highlighting those matters that require his attention.
- Oversee the Bishop's diary and engagements
- Ensure that the Bishop is fully and appropriately briefed for all engagements and meetings
- Shape and monitor agendas, minutes and actions from meetings for the Bishop

Communication

- Ensure that there is effective and efficient communication among the Bishop's Senior Staff and between the Bishop's Office, Diocesan offices, and Cathedral. And

beyond to ecumenical partners, to interfaith relationships, to General Synod, the House of Bishops and other bodies in which the Bishop has an interest.

- Build on the network of contacts for the Bishop in relation to the civic, commercial, educational and institutional life of the county
- Work with Diocesan communications staff, to ensure excellent internal and external communication, including management of media enquiries at Bishop's House
- Be part of the college of clergy of the diocese, knowing them individually and forging good relations

Prayer and Worship

- Be responsible for and share in worship with the Bishop and colleagues including daily Morning Prayer and weekly Eucharist in the chapel at Bishop's House.
- Liaise with Cathedral and parish clergy and chaplains regarding arrangements for services at which the Bishop will preside and preach, ensuring all liturgical and travel details are covered and well prepared. Attend as appropriate.

Support

- Be a personal support to the Bishop and a friend to his household
- Assist with the ministry of hospitality
- Be available as someone to whom the Bishop can talk in confidence

The Chaplain may be required to take on other duties that are commensurate with the role.

Additional Duties and Accountabilities

Culture and behaviour

- Live a Christlike life in accordance with the teaching of Scripture
- Do everything possible to ensure the fruitful ministry of colleagues across the Diocese and in the Diocesan Boards and Councils and Synods.

Operational

- Understand and manage clergy discipline, capability and grievance procedures, with full regard to the relevant legislation and the Diocesan Registry
- Serve as a member of the Diocesan Safeguarding Management Group
- With colleagues, prepare all clergy movement notices, liaising with the Registry and colleagues with regard to ordinations, licences and other legal documents
- Draft references, MDR follow up letters and other confidential correspondence
- Oversee the proper maintenance and transference of Clergy 'Blue Files' and other Staffing Files.

Staff management

- The Chaplain is responsible for all staff in the Bishop's Office and conduct their annual appraisals.
- From time to time additional staff management may be required if individuals are employed or volunteer for specific related roles supporting the Bishop.

Resource management

- Manage the resourcing of the Bishop's Office, planning and structuring this as is best for the work required.

- Manage the relationship with the Church Commissioners in regard to costs of the Bishop's ministry and associated support.

Person Specification

Experience, knowledge, training and qualifications

- Strong organisational skills. These may have been developed in a range of roles and environments, pre and post ordination
- Excellent attention to detail, keeping in mind purpose and big picture
- Strong written and verbal communication skills. Ability to tailor words and pictures to different audiences
- Ability to follow process rigorously when necessary; happy to be flexible when that is required; judgement to know the difference
- Ability to get things done, execute action points, chase others to ensure progress.
- Ability to not let tasks drop down the cracks; happy to park when appropriate
- Understanding of the organisational structure and dynamics of the Church of England
- Literate, respectful and welcoming of different church traditions; the complementarity of the team is a key feature. Theologically alert and liturgically skilled

Aptitudes, abilities

- Ability to think strategically and pragmatically: how do we push this forward?
 - Capacity to 'hold' a wide range of tasks, responsibilities and priorities
 - A perceptive listener and discerner
 - Resilient; keeps going
 - Relationally strong; able to conduct challenging conversations
 - Flexible – "What different way might we tackle this?"
 - A self starter who can see and undertake a task without direction
 - Strong on confidentiality and loyalty
 - Ego under control; keen to continue learning
 - Be mature in outlook, at ease with themselves, secure in their own faith convictions
- Strong desire to serve the church in Lancashire and see it become healthy and have a transformative impact on each local community.

Terms and Conditions of Service and Other Notes

The post holder will be episcopally ordained in the Church of England. That is, an ordained Anglican cleric who can conduct worship on behalf of the Bishop and administer all sacraments appropriate within the Church of England. This post has attached to it an occupational requirement under the 2010 Equality Act, Part 1, Schedule 9.

Place of Work: The Chaplain's main place of work is the Bishop's Office at Bishop's House.

Remuneration: Salary equivalent to that of Stipendiary Clergy in the Diocese

Accommodation: A house will be provided to enable the Chaplain to carry out his/her duties. The Chaplain's house is at Ayton, Whitehalgh Lane, Langho, Blackburn BB6 8ET.

Working expenses: Will be reimbursed on a monthly basis from the Bishop's Office on behalf of the Church Commissioners. Car mileage will be reimbursed at the prevailing Church Commissioners' rate.

Working Hours: The expectation is of a similar time commitment as a parish priest. As a general rule the Chaplain will be expected to share in morning worship outside office hours, and to keep office hours of 9.00 am to 5.00 pm with a break for lunch. There is an expectation of some work, and ministry being exercised, outside office hours. There will be some evening commitments. The rest day is generally Saturday, although there are occasional Saturday duties, when another day off may be taken in lieu. It is particularly important, given the pressures on the Bishop's diary, that the Chaplain is generally available when the Bishop is in the office. The Bishop seeks to take his day off from Friday lunchtime to Saturday lunchtime. There is no payment for overtime.

Sundays: On Sundays, the Chaplain will usually be expected to be available to take services and preach where needed.

Holidays: 30 weekdays + Bank Holidays. Holiday dates have to take into account the Bishop's own holiday dates and that of his Secretary to ensure adequate cover in the Bishop's Office.

Spiritual and Professional Growth: The Chaplain is encouraged to have a Spiritual Director, to make an annual retreat, to attend CME and the annual Bishops' Chaplains Consultation.

Other Commitments: In order to facilitate the maintenance of a healthy and balanced ministry and life style, it is recognised that the Chaplain will wish to undertake responsibilities within the life of the Diocese and local community that are outside this job description. These should be agreed with the Bishop before being accepted, and, in any conflict of time or interests, commitment to supporting the work of the Bishop will be expected to take priority.

Licence: The appointee will be given the Bishop's General Licence under seal.

Reviews: There will be an annual Management Development Review by the Bishop; and regular interim reviews.

Notice: During the probationary period the employment may be terminated by one month's written notice on either side or by pay in lieu of notice by your employer. Once your appointment is confirmed the notice period will be extended to three months on either side or by pay in lieu of notice by your employer. Should you be summarily dismissed on the grounds of gross misconduct, your employment will be terminated without notice.

Probationary period: There will be a probationary period of six months.

Contract: This post is offered as an open ended contract, but with the hope that on the arrival of a new Bishop his/her view on continuing employment will be taken seriously.

General Conditions

Diversity

We understand the benefits of employing individuals from a range of backgrounds, with diverse cultures and talents.

We aim to create a workforce that:

- values difference in others and respects the dignity and worth of each individual
- reflects the diversity of the nation that the Church of England exists to serve
- fosters a climate of creativity, tolerance and diversity that will help all staff to develop to their full potential.

We are committed to being an equal opportunities employer and ensuring that all employees, job applicants, customers and other persons with whom we deal are treated fairly and are not subjected to discrimination. We want to ensure that we not only observe the relevant legislation but also do whatever is necessary to provide genuine equality of opportunity. We expect all of our employees to be treated and to treat others with respect. Our aim is to provide a working environment free from harassment, intimidation, or discrimination in any form which may affect the dignity of the individual.

Equal treatment amongst differing people from diverse backgrounds is one of the central precepts of the Church of England's mission and theology. The Church of England values the richness which this equal treatment brings to the workplace. The Diocese of Blackburn is therefore concerned to avoid discriminating against any person.

Standards of Behaviour and Conduct

Staff are expected to act at all times with due consideration for others and in a manner befitting their position as employees of the Church and as professionals, whatever their job.

Health and Safety Responsibilities

All staff are required to ensure that they understand and accept the legal duties placed on them by the Health and Safety at Work Act not endanger themselves or others by any act or omission on their part and by the Management of Health and Safety at Work Regulations to co-operate with colleagues and management in the control of health and safety at work. Therefore, staff are required to:

- Read, understand and abide by the Board of Finance Health and Safety Policy;
- make themselves familiar with accident and emergency procedures for their site;
- inform their manager immediately of any health or safety deficiencies or dangerous situations or near misses;
- set a good personal example in respect of health and safety

Confidentiality

The Chaplain must not pass on to unauthorised persons any information obtained in the course of his/her duties without the permission of the Bishop.

Closing Date for receipt of applications: 26th April at noon
Interviews: 14th May