

## **JOB DESCRIPTION**

<b>Job title:</b>	Bishops' Chaplain for Retired Clergy and their Households
<b>Reports to:</b>	Bishop of Lewes
<b>Key working relationships:</b>	Diocesan and Suffragan Bishops Archdeacons Clergy Retired Clergy and their families Palace Staff
<b>Place of work:</b>	Church House, Hove with the option to apply to the use the DBF remote working policy

### **1.0 Main purpose of job**

1.1 To support retired clergy and their partners, spouses, widows and widowers.

1.2 To support clergy preparing for retirement.

### **2.0 Principal duties**

2.1 To provide advice, training and courses to clergy approaching and preparing for retirement, including advice on continuing ministry and treatment of parochial fees.

2.2 To organise a one-day annual conference for retired clergy.

2.3 To advise retired or retiring clergy and their spouses, widows and widowers with specific needs concerning finance, housing and the like, including personal visits where necessary.

2.4 To assist retired or retiring clergy and their partners, spouses, widows and widowers whose families cannot assist with practical and information needs in respect of moving to residential care.

2.5 To assist partners and families of deceased clergy, widows and widowers with arranging funerals where required.

2.6 To co-ordinate support for retired clergy and their partners, spouses, widows and widowers, liaising with rural deans, deanery retirement officers, and RCA Secretaries as required.

2.8 To ensure that they maintain their own knowledge, including the updating of their own training in relation to their role.

2.9 To ensure that the material on the retired clergy page on the diocesan website is kept up to date.

2.10 To have a yearly meeting with the Bishop of Lewes.

### **3.0 General responsibilities**

3.1 The post holder will comply with all standards, policies and procedures set by the diocese including, but not limited to, those governing safeguarding, health and safety, data protection and confidentiality and equal opportunities.

3.2 The post holder is required to:

- support the ethos, aims and objectives of Christianity, the Church of England and the diocese;
- keep up to date with developments in their area of work;
- participate in performance management and appraisal;
- engage in training and continuous professional development activities.

3.3 The post holder may be required to work outside normal office hours including occasional weekend working, subject to time off in lieu.

3.4 The DBF is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders are expected to share that commitment.

3.5 This job description details responsibilities but is not prescriptive and does not direct any particular priorities or amount of time to be spent carrying out the

duties. It is not necessarily a comprehensive definition of the post, and the post holder may be required to undertake other duties and responsibilities commensurate with the level and scope of the post. This job description may be subject to amendment, to meet the changing needs of the diocese, following appropriate consultation.

#### **4. Terms and Conditions**

4.1 Hours of work: 7.5 hours per week.

4.2 Place of work: Church House, Hove with the option to apply to use the Diocesan Remote Working policy.

4.3 Salary: this post is offered at £7,570 for 1 day (7.5 hours) per week per annum

4.4: Annual leave entitlement of 36 days inclusive of the 8 usual Bank Holidays pro-rata, which equates to 7.2 days (50 hours) per annum.

4.4 Pre-employment checks: An offer of employment is subject to a satisfactory Enhanced DBS check (to be carried out by the Diocese at offer stage) and Right to Work check.

4.5 Pension: The successful applicant will have the right to opt into the Church Workers Pension Fund Scheme with 6% employee contributions and 15.1% employer contributions.

4.6 Safeguarding commitment: The DBF is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders are expected to share this commitment and to comply with the relevant safeguarding policy. Our full safeguarding policy can be found [here](#).

## PERSON SPECIFICATION

Criteria		Essential	Desirable
<b>Qualifications &amp; Experience</b>	At least A level standard of education	√	
	Experience of working in a role providing support or advice	√	
	Experience of providing training and running events	√	
	Demonstrate the ability to prioritise confidently and to handle matters confidentially and with discretion.	√	
	Experience and understanding of Church of England structures.	√	
<b>Skills and Abilities</b>	Strong interpersonal skills – effective at building good working relationships with a wide range of people.	√	
	Excellent communication skills, both verbally and in writing.	√	
	Ability to prioritise workloads.	√	

	Good organisational and administrative skills, working to a high standard of accuracy and attention to detail.	√	
	Confident and competent in the use of technology. IT literate with good working knowledge of software including, MS Office applications	√	
<b>Personal Qualities</b>	A high level of integrity and discretion, handles confidential information with diplomacy and sensitivity.	√	
	Ability to work on own initiative.	√	
	Ability to work calmly under pressure.	√	
	In sympathy with the aims and mission of the Church of England.	√	