

CHAPLAIN TO BRIDGWATER AND TAUNTON COLLEGE AND YOUTH ADVISOR TO SEDGEMOOR DEANERY CHURCHES

Job Specification

Salary:	£12,666 - £13,604 per annum (Actual) £26,035 - £27,964 per annum (FTE) Scale 7
Working Hours:	18 hours per week (13 with BTC, 5 with Sedgemoor Deanery as Youth Advisor, all year round) Permanent, all year round
Area:	Student Services
Location	Bridgwater Campus
Reporting to:	Health & Personal Development Co-ordinator
Closing Date	12 midnight, Sunday 8 May 2022

Job Purpose

This post is located within the Student Support team and is part of a larger Student Services Team which provides support services to students. While the postholder will report to the Health & Personal Development Co-ordinator as line manager, the postholder will also have a supervisor from the deanery for the Youth Adviser aspect of the role. The postholder, line manager and supervisor will meet three times a year.

There is extensive pastoral and wellbeing support for students within the College and has been a chaplaincy for some years, which is warmly welcomed by the College. This post provides an opportunity to extend and strengthen the chaplaincy on the Bridgwater Campus. The spiritual and pastoral support offered by chaplaincy will be especially needed as students emerge from the lingering shadows of Covid.

Job Responsibilities

To be available to listen, care and pray, to offer pastoral and spiritual support to students and staff of all faiths, cultures and spiritual pathways.

To work within the lifestyle and pastoral teams of the college and offer support to the wellbeing of staff and students and be available for mentoring

To support staff and student faith groups, raising awareness of spiritual and moral concerns for all faiths, cultures and spiritual pathways and ensuring that adequate provision is made to meet the religious and faith-related needs of students and staff, in compliance with relevant equality and diversity and Prevent legislation, achieving this by working collaboratively with the faith communities and cultural groups represented in the region.

To oversee the “multi faith space” on campus and ensure it is used as it was intended.

To liaise with the chaplains at the Taunton and Cannington campuses to share ideas, especially over major festivals and key markers throughout the year.

To support the Tutorial Programme as appropriate, especially where this is concerned with faith, spiritual or multicultural matters

To provide information and resources about local places of worship and other matters of value to students and staff.

To strengthen public awareness of the college and of FE opportunities in the local faith communities and vice versa.

To work with local faith communities and the Diocesan Chaplaincy Adviser to call, train and support a team of volunteer chaplains.

To assist in identifying volunteering opportunities that might benefit students.

Youth Advisor to Sedgemoor Deanery Churches

To support and help to extend the existing work in the churches and in schools. This could include hosting a monthly meeting of youthworkers and church leaders in the deanery to support and encourage youth work in churches and in other schools.

Encouraging others to join in this ministry and making it feel possible for them

Liaising with YMCA. Connecting young people with other faith-based youth events taking place and helping churches to publicise them.

Keeping the churches up to date with prayer requests and possible visits to PCCs/Worship

Connect young people with other faith-based youth events taking place and helping churches publicise them.

Helping churches think about and realise ministry in their local secondary schools.
Strengthen public awareness of the college and of FE opportunities in the local faith communities and vice versa
Other
*Other Any other duties connected with the post as are reasonably required from time to time (*required for all jobs)
*Equality & Diversity Support and promote equality and diversity at the College to ensure equality of opportunity for all students, visitors and staff and the elimination of discriminatory practices
*Safeguarding Support and promotes the safeguarding agenda at the College to ensure students, visitors and staff are safeguarded.
Administration Be responsible for administration, finances and necessary record keeping.
Working Expenses Bridgwater College will meet agreed working expenses and will provide a laptop and phone for work use.

Qualifications/Skills/Knowledge/Qualities

The success of Bridgwater & Taunton College rests on a very strongly felt and shared set of values which determine its strategic direction. It is absolutely crucial that the successful candidate shares of values of student-centredness, equality of opportunity and parity of esteem for staff and students. You must enjoy working within the team philosophy of the College and working collaboratively.

At Bridgwater & Taunton College we are:

- ✓ Friendly and welcoming
- ✓ Highly responsive to learner, employer and community needs
- ✓ Passionate and excited about learning
- ✓ Innovative and creative
- ✓ Professional and enterprising
- ✓ An inclusive organisation

Aspiring to the highest standards, the following criteria are used to shortlist applicants and assess candidates. Please show evidence of how you meet these criteria in your application.

Essential Criteria	How Measured
Be a practising Christian and able to support people of all faiths, cultures and contexts.	Application / Interview
To have experience of some or all of youth work, training, advising or supporting young	Application / Interview

people, leading group activities, discussions and services	
Hold a Level 3 qualification in youth work, education or chaplaincy or have equivalent experience.	Application / Interview
To have good IT literacy skills	Application / Interview
Able to show initiative and a flexible approach to getting the job done.	Application / Interview
To be self motivated and able to recognise and develop the personal skills of others.	Application / Interview
To be a car driver with access to a vehicle	Application / Interview
Desirable Criteria	How Measured
To have worked in the FE sector in some capacity	Application / Interview
To have a degree level qualification	Application / Interview

Application Forms

Fully completed application forms should be submitted online by 12 midnight, **Sunday 8 May 2022**. Please note that we are unable to accept CVs.

Unfortunately, due to the volume of applicants the College receives, we are unable to contact candidates who are not shortlisted for interview. Therefore, if you have not been contacted within four weeks of the post's closing date, you may assume that your application has not been successful on this occasion.

Interviews

Interviews have been scheduled for **Thursday 19 May 2022**. Shortlisted candidates will be contacted shortly after the closing date.

The interview process will require candidates to be available to attend a whole day assessment process. The following activities are scheduled to take place:

- Informal Interview
- Office skills test
- Formal Interview

Candidates who successfully complete the morning activities will be invited to a formal interview in the afternoon. Candidates will be informed of the outcome at the end of the formal interview process.

CONDITIONS OF EMPLOYMENT

Pre-employment Checks

Any offer of employment will be subject to employment references, medical clearance and a satisfactory Disclosure and Barring Service (DBS) clearance (see below for further details of the disclosure procedure).

Christmas Closure

It has been custom and practice for the College to close for a 2 week period at Christmas each year, with the exception of some external sites due to business requirements. This practice will continue, subject to any future changes in the organisation of College terms/curriculum programmes. However, it is likely that the deanery may require some working between the end of the Christmas term and Christmas itself, so time off in lieu will be arranged.

Working Hours

Hours of work will be negotiated between Bridgwater and Taunton College, Sedgemoor Deanery and the Chaplain with a focus on the chaplain being present when they can have most engagement with students, staff and communities within Sedgemoor Deanery.

Annual Leave

The holiday year runs from 1 September - 31 August each year. The annual leave entitlement for this role is 26 working days, plus 8 bank holidays. (Pro rata if part time) Annual leave is bookable and flexible, subject to business needs and should be planned and agreed with your manager. Annual leave of 1 day will be required to be booked for the Christmas closure.

Benefits

The candidate appointed to the post will automatically become a member of the Local Government Pension Scheme and pay contributions as determined by annual salary levels. The pension scheme is a defined benefit scheme and includes life assurance cover, and the College will also pay a contribution towards your pension.

Equality & Diversity

Bridgwater & Taunton College is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and to eliminate unfair discrimination on any basis. This means that we are striving to ensure that no job applicant will receive less favourable treatment than another on grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.

Criminal Record Check via the Disclosure Procedure

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as 'spent'. There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children.

The post you have applied for falls into this category and, therefore, requires a criminal background check.

If a job offer is made you will be asked to apply for a DBS Disclosure Certificate. The Disclosure Certificate will contain details of current and “spent” convictions, cautions, reprimands or warnings held on the Police National Computer, excluding certain specified old and minor offences.

The DBS Disclosure will also indicate whether information is held on government department lists of those individuals who are barred from working with children or vulnerable adults (if applicable).

The information provided on the Disclosure certificate will be considered by the College to ensure that children and vulnerable adults remain adequately protected. Bridgwater & Taunton College wants to reassure candidates that a criminal record is not necessarily a bar on obtaining a position.

Further information about Disclosure can be found at www.homeoffice.gov.uk/dbs