

**Interim Chaplain (maternity cover)****Job Description**

1. **Job title:** Interim Chaplain (1-year Fixed Term Contract from 1 September 2026)
2. **Hours:** 18.75 hours per week (0.5 full-time equivalent)
3. **Salary:** £20,250.75 (University Grade 7; £40,501.50 full-time equivalent, inclusive of Oxford University Weighting)
4. **Reports to:** Dean
5. **Direct reports:** Director of Chapel Music
6. **Job summary:** The Chaplain oversees the religious life of the College and is a key member of the Welfare team
7. **Key relationships:** Welfare team, senior officers, students, academics, professional services staff, university chaplains
8. **Background**

St Hugh's College is one of the constituent colleges of the University of Oxford and an independent, self-governing institution and registered charity. Founded in 1886 to provide educational opportunities for women who could not otherwise afford to study at Oxford, the College has a long-standing commitment to academic excellence, inclusion, and widening access.

Today, St Hugh's is known for its open and welcoming community. The College supports a diverse and active academic environment across a wide range of disciplines, bringing together students, academic staff and professional services colleagues in support of its core academic mission.

Alongside its academic priorities, the College is committed to being an outstanding employer within the collegiate University. It aims to provide a supportive and inclusive working environment in which staff feel valued, engaged and able to do their best work in support of students and the wider College community.

The College is led by its Governing Body, which includes the Principal, academic Fellows and senior officers. Members of Governing Body act as Trustees of the charity and are responsible for the overall governance and strategic direction of the College, with day-to-day management delegated to senior officers and committees.

The Chaplain plays a crucial role in the religious, intellectual and pastoral life of the college. At the heart of the Chaplaincy is the arranging of weekly Anglican services during full term. However, the Chaplain also oversees our provision for students of other faiths, including oversight of the college's multifaith prayer and quiet room, and the Chaplain is the College's principal liaison with the University's Buddhist, Catholic, Hindu, Jewish, Methodist, Orthodox Christian, Oxford Pastorate, Quaker, and URC Chaplains.

The Chaplain is a key member of the College's core welfare team and offers pastoral support to all members of the college. Students of all faiths and none should feel able to approach the chaplain for support with any pastoral needs, whether of a religious nature or not. The successful candidate will need to be able both to provide such support in the context of a modern, progressive college, and to work to ensure that the welfare component of the role is broadly recognized across the whole community.

## **9. Main Responsibilities**

- To oversee and provide for the religious life of the college.
- Responsible for managing all aspects of the Chapel, including arranging services in the College Chapel on every Sunday of Full Term (a total of 24 Sundays each year).
- Contribute to the development and delivery of chaplaincy strategy and objectives.
- Provide specialist advice to senior managers on faith matters.
- Lead projects, initiatives, or areas of chaplaincy work.
- To line-manage the Director of Chapel Music and to supervise the work of the Organ Scholar and Chapel Choir.
- Actively to make provision for and promote support for students of other faiths.
- To promote the Chapel as a core part of College life.
- To maintain links with other chaplains across the collegiate University.
- To offer pastoral support to members of the college, including those of all faiths and none.
- As a manager, to contribute to the good running of the college, ensuring that different elements of the college work harmoniously together.
- As part of the core welfare team, to contribute actively to our ongoing welfare provision across the college.
- Maintain accurate records in accordance with college policies and professional standards.
- Ensure compliance with safeguarding, confidentiality, data protection, and health and safety requirements.
- Participate in relevant committees and working groups.
- To contribute to the intellectual and social life of the college.

## **10. Selection criteria**

### ***Essential***

- In priest's orders in the Church of England, or a Church in communion with it, having successfully completed curacy.

- Significant experience providing ministerial and spiritual guidance to a wide range of people.
- Experience developing and delivering wellbeing, pastoral, or community engagement initiatives.
- Demonstrable ability to provide pastoral support to members of the college community, especially (but not exclusively) students, whether of any faith or none.
- A commitment to the purpose, values and ethos of a progressive, self-governing college in the twenty-first century.
- A thorough understanding of Christian doctrine and ability to guide members of the college community who are exploring or looking to grow in their faith.
- Ability to work independently and exercise sound professional judgement.
- Ability to maintain confidentiality and handle sensitive information appropriately.
- Excellent written and oral communication skills, with the ability to communicate with (and listen to) any member of the college community.
- The ability to work collaboratively and cooperatively, to influence without direct authority and to deal with multiple conflicting stakeholders and points of view.

#### ***Desirable***

- Experience of building community in a diverse and secular environment.
- Experience of supervising staff, volunteers, or trainees.
- The ability to contribute to the intellectual and social life of the college beyond the immediate duties of the Chaplaincy.
- Experience of working in a Higher Education institution.

#### **Benefits & other information**

- Pension: employment with the College provides enrolment into the Universities Superannuation Scheme (USS)
- Annual Leave: 30 days of annual leave and 8 public holidays per year for full time equivalent staff (8 days of annual leave is reserved to cover the Christmas break when the College is closed).
- Meals: 30 days of annual leave and 8 public holidays per year for full time equivalent staff (8 days of annual leave is reserved to cover the Christmas break when the College is closed).
- Health & Wellbeing: the College is committed to supporting staff wellbeing, offering:

Access to an Employee Assistance Programme, including a free and confidential telephone helpline and face-to-face counselling

A free annual flu vaccination

Free eye tests for all staff, with a contribution towards new glasses if your prescription has changed

- Travel Pass Loan Scheme, enabling discounted travel costs through monthly salary deductions
- Cycle to Work Scheme/Bike Loan, supporting sustainable travel through salary-sacrifice arrangements
- University of Oxford Staff Benefits: staff at Oxford can enjoy a wide range of benefits through the University including retail and free visitor access to the University's colleges, gardens, libraries and museums, and events.

### **How to Apply**

To apply for this role please download, fill out and submit an application form and equal opportunities monitoring form and send alongside a copy of your CV via email to [recruitment@st-hughs.ox.ac.uk](mailto:recruitment@st-hughs.ox.ac.uk). References will be taken up for the successful candidate.

**Closing date:** Noon on Friday 10 July

**Interviews:** Shortlisted candidates will be notified during the week commencing 13 July and interviews are scheduled to take place on Thursday 23 July.