



Job description – Lead Lay Chaplain Salary £30,153 to £34,538 depending on experience

Reporting to: The Chief Executive Officer

Accountable to: The Chief Executive Officer

Liaising with: The Board of Directors, sub-committees of the Board of Directors, the CEO, headteachers and Local Governing Bodies

Hours per week: 37 hours

Contracted weeks: 39 weeks with an additional 3 weeks in the school holidays, a total of 42 weeks following the St Ralph Sherwin CMAT schools calendar

Core Purpose

The core purpose of the role of the Lead Lay Chaplain is to support the CEO of the Catholic Multi-Academy Trust in the efficient and effective delivery of the Trust's strategic aims of developing Lay Chaplaincy provision and fulfilling the Trusts' core purpose of ensuring that all pupils have the opportunity to explore, grow and develop their faith and are touched by the love of Jesus Christ.

"A new commandment I give you; Love one another, as I have loved you, so you must love one another. By this everyone will know that you are my disciples, if you love one another." John 13: 34-35.

The Catholic Multi Academy Trusts are for our young people. Our children and young adults deserve the very best. Jesus made this very clear in his words and actions, *"Let the little children come to me and do not hinder them, for the kingdom of heaven belongs to such as these."* Matthew 19:14

The Trust's objectives relate to the provision of Catholic education. All academies within the Trust are part of the Catholic Church and, as such, are to be conducted as Catholic academies in accordance with Canon Law, the teachings of the Catholic Church and the Trust Deed of the Diocese of Nottingham.

Developing Lay Chaplaincy across the Trust:

- To act as an advocate for the Trust, its mission and values, in forming and developing effective strategic partnerships with national bodies, other faith institutions, the Diocese of Nottingham, business and the wider Catholic and local community
- To work closely with all parishes in the trust
- Develop Lay Chaplaincy provision across the Trust to meet the vision of lay chaplaincy for the Diocese of Nottingham, so that every young person has access to a lay Chaplain at least once a week
- Develop future lay chaplains for the Trust
- Work closely with the executive team and headteachers on improving the Catholic provision in all schools in the trust





Supporting Schools

- *Liaising with relevant school and Trust staff to offer support and suggestions*
- *Sharing resources and training opportunities*
- *Collating and distributing examples of best practice including offering support to schools before and after their Diocesan Canonical Inspection*
- *Disseminating news and highlighting special events across the Trust*

Training and Development of Lay Chaplains

- *Lead training for Lay Chaplains in the trust*
- *Signpost Lay Chaplains towards available training*
- *Mentoring and offering shadowing opportunities for new Lay Chaplains in the Trust*
- *Share best practice*

Diocesan wide responsibilities

- *Share information about Diocesan events*
- *Link Diocesan and national events (e.g. Flame, Pilgrimages, National Youth Sunday)*
- *Engage with existing support structures and meetings for Lay Chaplains*
- *Link and assist in the facilitation of the Faith in Action Award Scheme*
- *Work alongside the Diocesan Youth Service to share their resources and events and provide feedback on school requirements whilst encouraging schools to support their work.*
- *Work alongside other Diocesan bodies to share and support their work.*

Operations

- *To lead on Trust wide events to celebrate our Catholic identity, including the Trust feast day*
- *Coordinate and lead meetings of Lay Chaplains across the Trust*

CEO and The Board of Directors

- *Provide a termly report to the Executive Body outlining progress and areas for development*
- *Work with the Executive Body on the development plan for chaplaincy across the Trust*
- *Involvement in the recruitment and retention of Lay Chaplains within the Trust*
- *Support the CEO and Board of Directors in overseeing that the Trusts' core purpose of ensuring that all pupils have the opportunity to explore, grow and develop their faith and are touched by the love of Jesus Christ is fulfilled.*





Safeguarding and Equality

The St Ralph Sherwin CMAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.

Additional Information Relating to the Post

Start date | September 2018

Salary £30,153 to £34,538 depending on experience

Hours of Work 37 hours per week (full-time) however staff at this level may be required to work additional hours to meet the requirements of the role.

There will be a requirement to work outside of normal office hours.

Contract Permanent

Expenses Work-related expenses will be paid per the relevant St Ralph Sherwin Catholic Multi-Academy Trust policies

Probation 6 months

Notice Period 3 months

