



JOB DESCRIPTION

JOB DETAILS

Post Title:	Chaplain	Job Ref:	ORNC
Area:	Old Royal Naval College Chapel	Location:	Greenwich, London, SE10
Salary:	Clergy Stipend Cost of Chaplain's accommodation or allowance will be given	Status:	Full time – Permanent
Hours:	Normal hours, 35 hours per week minimum over a 6 day period	Annual Leave:	25 days, pro-rata, exclusive of Bank Holidays
Reports to:	Chief Executive Ministerial accountability to The Bishop of Southwark, through the Archdeacon of Lewisham and Greenwich.		
Staff Management:	Chapel Manager		
DBS Status	Enhanced		
Relationships:	The congregation of the Chapel, the students and staff of the University of Greenwich and Trinity Laban Conservatoire of Music and Dance, The Chaplaincy Team, Colleagues in the Diocese of Southwark, staff and volunteers of the Greenwich Foundation and the many visitors on the site.		
Role Purpose:	<ul style="list-style-type: none">• To provide worship, pastoral and spiritual care for all the communities involved on the site of the Old Royal Naval College• Maintain the Chapel as a place of welcome and hospitality• To promote the Chapel activities		

RESPONSIBILITIES

1. Main Tasks

Old Royal Naval College Chapel and Congregation

- To provide a service every Sunday (normally a Eucharist) and services to celebrate the major Christian festivals using a liturgy based on the Book of Common Prayer (BCP), although Common Worship traditional formats may be used where BCP does not fully recognise a festival.
- To conduct baptism, marriage, funeral, and memorial services.
- To provide pastoral and spiritual care to the congregation

- To provide pastoral and spiritual care to the staff and volunteers of the Old Royal Naval College
- To be the Safeguarding Officer for the Chapel
- To liaise closely with the Director of Music in the Chapel, appointed by the Trinity Laban Conservatoire of Music and Dance, to determine music for regular and special services.
- To provide pastoral and spiritual care to the Chapel Choir and when required to accompany the choir on tour overseas or in the UK
- To chair, as ex officio, the Chaplaincy Council and sit on the Board of the Chapel Fund Trustees.

Greenwich University and Trinity Laban Conservatoire of Music and Dance

- To offer, as required, pastoral and spiritual care to the students and staff of Greenwich University and Trinity Laban Conservatoire of Music and Dance. This will complement services provided through other structures of the University and will be for people of all faiths and none.
- To support University of Greenwich chaplaincy programmes as well as responding to crises as invited by the University.
- To maintain a commitment to personal prayer within the University and explore opportunities for student and staff to engage in times of collective prayer
- To lead and develop worship and reflection. This may be regular or occasional Eucharistic or other services, annual events such as Carol Services, as well as services/events which mark occasions of joy or tragedy in the life of the University and Conservatoire, where participants may or may not be acquainted with Christianity.
- To develop a visible presence of chaplaincy in the University and Conservatoire and imaginatively envisage how chaplaincy might develop in the context of higher education. This may include collaborating on a strategic plan, updating chaplaincy web page content and contributing to an annual chaplaincy report for the University. Trinity Laban Student Service holds contact information where chaplaincy is a part.
- To work collaboratively with all other members of the University Chaplaincy Team
- To work collaboratively where possible with other departments in the University including the Students Union and the Office of Student Affairs. To build positive relationship with University Senior Management. In the Conservatoire, the primary relationship is with the student services.
- To encourage Christians and others in their own faith journey
- To support Student Faith Societies and develop student leadership

Assistant Minister in the Parish of Greenwich, St Alfege

- The Chaplain to the Old Royal Naval College is of Incumbent status and the postholder will also be licensed as an Assistant Priest at St Alfege, Greenwich, the parish in which ORNC sits. The Chaplain is a member of the ministry team at the parish church and will collaborate with the Vicar on joint services and events.
- The chaplain is a member of the local Deanery Chapter, and will be required to attend Diocesan Synod/Forum

- The Chaplain may be required to offer pastoral support in the absence of the Vicar of St Alfege or colleagues of the Chaplaincy Team at the University of Greenwich.
- The Chaplain will attend Clergy meetings organised by the Diocese of Southwark for professional and spiritual development and spiritual support.
- The Chaplain will arrange an annual 5-day retreat to maintain good spiritual health
- The Chaplain will attend Safeguarding training as organised and required by the Diocese of Southwark as a part of their continued professional development.

Greenwich Foundation Senior Management Team

- Participate in Senior Management Performance and Strategy Meetings
- Prepare Chapel reports for Board of Trustees and the Chief Executive as required
- Prepare and present Chapel Briefings for staff and volunteers
- Contribute to the strategic planning of the ORNC ensuring the Chapel's place is fully represented.
- Contribute to the drafting of policies, in particular Safeguarding and Equality, Diversity and Inclusion.
- Oversee the planning and hosting of Chapel events

2. In common with all staff:

Support the organisation to:

- Make the Old Royal Naval College (ORNC) an attractive place to work so that it can recruit and retain the best staff.
- Support the delivery of the ORNC's mission and values.

To support collective leadership, knowledge sharing and relationship building across the organisation.

Actively work to ensure all activities incorporate the principles and promotion of equality, diversity and inclusion.

To work creatively with a range of different stakeholders to promote and enhance the work of the ORNC.

Comply with all financial, health and safety, and employment regulations and procedures.

3. General

To work co-operatively with ORNC personnel, including providing cover during absence as may be requested by the Line Manager or other delegated personnel.

Fulfil the requirements of the ORNC's equal opportunities policy and procedures and implement good principles and practices within the context of the job, daily.

To undertake any other duties as appropriate that are commensurate with the post as may be determined from time to time by the Line Manager, or above.

It should be understood that this job description may change as the organisation develops following discussion and agreement with the post holder. The post holder will have full opportunity to discuss and be active in changes or developments.

4. Professional Responsibilities

To avoid any action or behaviour which may conflict in any way with the organisation's values or which may bring the ORNC into disrepute.

Observe good professionalism and treat stakeholders and colleagues with courtesy, respect and dignity, always.

To act in accordance with the organisation's current and future policies, procedures, guidelines and relevant codes of practice, which aim to ensure the highest possible standards of professionalism.

To develop and maintain the range of skills appropriate to the post and to keep up-to-date with good practice, publications and issues relating to your area of work or the organisation as a whole.

To maintain, sensitive and confidential information securely, in accordance with the Data Protection Act 2018.

To develop and maintain appropriate boundaries of confidentiality in relation to employees, volunteers, and any other person(s) that may be concerned with the organisation's business.

To participate as an employee of the organisation, by being available for staff and other meetings as required.

To ensure continuous self-development, both professionally and personally, through training, supervision and other appropriate means. To attend appropriate training (workshops, courses / conferences and other appropriate events), as agreed with the Line Manager or above.

Name:	
Signed:	Dated:
Employee	
Name:	
Signed:	Dated:
Head of HR	
(On behalf of the Chief Executive, The Royal Naval College / The Greenwich Foundation)	





PERSON SPECIFICATION

Chaplain to the Old Royal Naval College

The Royal Naval College (The Greenwich Foundation) is committed to making appointments on merit by fair and open processes; taking account of equality, diversity inclusion.

	Essential	Desirable
Qualifications, Education and Training		
Ordained Church of England Priest	✓	
Experience, Skills and Knowledge		
Strong preaching and teaching skills	✓	
Experience of common prayer or in sympathy of BCP	✓	
Knowledge of safeguarding procedures	✓	
Experience of managing safeguarding concerns		✓
Demonstrable experience of managing, appraising and motivating staff.	✓	
Highly developed presentation skills.	✓	
Discreet with an understanding of the need to maintain confidentiality.	✓	
Personal Qualities	✓	
To demonstrate commitment to the organisation's values.	✓	
A commitment to professionalism.	✓	
A transparent way of working.	✓	
Highly motivated and proactive, with excellent interpersonal skills.	✓	
Excellent written and oral communication skills.	✓	
Able to maintain productive working relationships with external and internal contacts and providers.	✓	
Ability to work autonomously with limited support.	✓	
A logical thinker with strong problem solving skills.	✓	
Ability to reach decisions and judgments based upon balanced assessment of the technical, business and human factors involved.	✓	
Accurate with strong attention to detail.	✓	
Calm under pressure, flexible, friendly and helpful.	✓	

Respect for equality of opportunity, diversity and inclusion with practical ideas for their implementation within the scope of the post.	✓	
Demonstrable experience and ability to work within a high performance environment and to deliver KPIs as defined.	✓	

The organisation values diversity and is committed to making appointments on merit by fair and open processes, in accordance with its equal opportunities policy.

Our Values

Bold | Embracing | Resourceful | Imaginative

BOLD	We're proud of what we have and confident to shout about it. We're adventurous with our offer and we lead our partners for everyone's benefit
EMBRACING	We're warm and approachable, welcoming diverse people and ideas, and creating a positive, nurturing environment
RESOURCEFUL	We're flexible in our approach, resilient and responsive to new opportunities
IMAGINATIVE	We make inventive use of our resources to realise our potential

Supplementary Information

About the Old Royal Naval College (ORNC)

The Old Royal Naval College was established in 1997 as a charity to conserve the magnificent Baroque buildings and grounds for present and future generations and to provide opportunities for wide and diverse audiences to enjoy and share its significance.

The site is of recognised significance locally, nationally and internationally due to the nature of its architecture, above and below ground, and its position within the UNESCO Maritime Greenwich World Heritage Site. The site is an intrinsic part of the townscape for local people and operates as a significant tourist destination; 1.2 million people visit the site each year.

Our ambition is to become an extraordinary cultural destination which inspires local pride and world-wide acclaim – a place which creates rich and memorable cultural experiences. We inspire and engage the public in heritage and creativity. We conserve and protect the Old Royal Naval College for the nation.

Our strategic objectives are to create and encourage:

- **Exploration:** engage visitors via a site-wide historic, architectural and spiritual experience.
- **Spectacle:** inspire the public via a stimulating artistic programme.
- **Stewardship:** conserve the fabric of our buildings, grounds and archaeology.
- **Independence:** grow a cultural business which secures our sustainable future.

The Old Royal Naval College comprises a number of heritage attractions and conference / event venues, namely: The Painted Hall, The Chapel of St Peter & St Paul, Visitor Centre

(Pepys Building), learning spaces including the Clore and the Mews schools room, Admiral's House, Skittle Alley & Ripley Tunnel, and Queen Mary Undercroft. The grounds and visitor routes including points of interest / photo opportunities.

What we do

We are a heritage attraction, a place of worship, learning space, retailer, concert venue, film set, picnic venue, entertainment space, conference venue, wedding venue, exhibition space, performance space, and we have a pub / bar / restaurant. Our offer covers the daytime and night time economy. Our engagement programme ensures that visitors enjoy and have memorable experiences here and includes tours, talks, 'Late' events, recitals, concerts, family activities, debates, festivals and markets. We are a space for local people, students of the University of Greenwich and Trinity Laban, and tourists from the UK and worldwide. Everything we do is guided by our values bold, imaginative, embracing and resilient.

For a general overview of the work of the Old Royal Naval College (ORNC), please visit our website at: www.ornc.org