

Job Description – Chaplain

Job Title:	Chaplain	Contract Type:	Permanent Part-time Term-time
Function:	Student Services	Hours of Work:	3 days per week (Tuesday, Wednesday and Thursday) 9.00 – 5.00
Reporting To:	Head of Student Services		

Carlow College, St. Patrick's

Carlow College, St. Patrick's is a small third level College specialising in degree level education in the Arts, Humanities and Social Care areas. The College has a rich tradition of education since its establishment in 1782. Its historic campus close to the centre of town offers an ideal learning environment. The College has a strong reputation for the quality of its education, based on small class sizes, an engaging and research active faculty, with strong academic and pastoral supports for students. Currently it delivers undergraduate degree programmes to level 8 in Arts and Humanities, English and History, Applied Social Studies in Professional Social Care, and Social Political and Community Studies. A professionalising M.A. (Leadership in Therapeutic Child & Social Care) is delivered at postgraduate level. Additionally, it has an international programme attracting students from a number of Colleges in the United States.

Role Overview

The Chaplain position is a dynamic one which aims to strengthen the Christian identity and Catholic ethos of the College while recognising and responding to the pastoral and spiritual needs of students and staff of all faith communities. The Chaplain provides friendship, a compassionate presence and a listening ear for the entire college community, irrespective of religious convictions or beliefs. An 'open door' policy to the Chaplaincy service is maintained to enable students and staff to feel welcome and to seek support, especially in times of distress, illness and bereavement. As part of our integrated student service team, the Chaplain works in a collaborative and collegiate manner with the Head of Student Services and other student support services in the College to improve and enhance the student experience.

Reporting Line

The Chaplain will report directly to Head of Student Services.

Key responsibilities include, but are not limited to, the following:

- Working co-operatively and creatively with students and staff of all faiths and none to ensure that the spiritual and pastoral needs of all who study and work in the college are met.
- Responding to the personal needs of students on a day-to-day basis and offer support, as appropriate, in times of illness, bereavement and loss.
- Establishing and maintaining links with other faith communities in order to provide information, resources, support and opportunities for inter-faith dialogue within our diverse college community.
- Collaborating with student support service staff in the design and provision of special programmes/projects, for example, inductions, health and well-being projects etc.
- Providing sensitive faith formation opportunities for the College community, as appropriate, through spiritual and pastoral support; collaboration with the Catechetical Team; encouraging participation in social justice and community awareness activities; and facilitating personal development through self-awareness and growth in faith.
- Responsibility for the care of the College Chapel.
- Coordinating the liturgical and sacramental life of the College community by creating and leading prayer services and liturgies for special occasions and events as set out in the College Calendar.
- Maintaining a relationship with the Diocesan Offices of Liturgy, Youth Ministry, and Faith Development Services.
- Undertaking or overseeing any duties/projects as required and directed by the Head of Student Services, having regard to the changing needs of the College.
- Developing or contributing to policies and procedures appropriate to the role of Chaplain in consultation with the Head of Student Services and Quality Assurance Officer.
- Maintaining appropriate service records, producing annual reports and contributing to the evaluation and development of Chaplaincy services as per Quality Assurance requirements.
- Familiarity with the academic, administrative and support services functions within the College and, respecting appropriate professional boundaries, referring students as necessary.
- Attendance and contribution to the Student Services Team meetings, College meetings and participation on committees/sub-groups as required.

- Establishing an effective working relationship with all functions and departments within the College.
- Comply with Health & Safety Regulations, ensuring safe working practices and a safe working environment
- Adhering to internal policies and procedures.

Qualifications

- Degree in Theology, Religious Studies, Education, Social Work or other relevant area.
- A postgraduate qualification in Chaplaincy Studies and Pastoral Work, Interreligious Studies or equivalent.
- Have a minimum of 2-3 years' experience in a similar/comparable role.
- Proficiency in Microsoft Office i.e. Word / Excel / PowerPoint.

Skills and Competencies

- Knowledge of a higher education academic environment and the role of Chaplaincy within the wider context of diversity and inclusion.
- Excellent pastoral counselling skills with an ability to offer caring, non-judgemental concern for others and a willingness to listen and be receptive to new ideas.
- Strong knowledge of other faith traditions and denominations and an ability to work towards providing Chaplaincy services for an interfaith and diverse college community.
- Experience of providing support through the bereavement process and with crisis interventions.
- Excellent interpersonal and communication skills both written and verbal.
- Flexibility to work as part of a team or independently as required.
- Ability to work under pressure and respond to multiple demands.
- Excellent time management and organisational skills.
- Operate and maintain professional and personal boundaries with regard to self, students and colleagues.
- Maintain appropriate confidentiality and ethical practice regarding information and knowledge gained in the course of carrying out the Chaplain role.
- Conscientious, practical and pro-active approach to work situations.
- Ability to work and contribute positively to student services and organisational objectives.
- Manage records effectively and produce Chaplaincy reports as required.
- Work in a flexible manner with strong ability to adapt to change and innovative ideas.
- Strong record and interest in Continuing Professional Development and the development of best practice in pastoral work, community development and interfaith dialogue.

This job description is not intended to contain a comprehensive list of activities, duties, or responsibilities. Additional duties may be assigned based on business operational needs.

Application Requirements

Candidates should submit their C.V and covering letter specifically outlining how their qualifications and experience fits the requirements of the role to hr@carlowcollege.ie

***Please note that all applicants should answer the following questions/statements when submitting their application.**

These answers will be taking into consideration in the shortlisting process:

- Do you hold a Degree in Theology, Religious Studies, Education, Social Work or other relevant area?
- Do you hold a postgraduate qualification in Chaplaincy Studies and Pastoral Work, Interreligious Studies or equivalent?
- Do you have 2 – 3 years' experience in a similar/comparable role?
- What is your notice period?
- What are your salary expectations?

Closing date for applications is **Sunday, 3rd February, 5.00 p.m.**

*Please note that as part of Carlow College, St. Patrick's recruitment policy, all offers of employment are subject to two satisfactory employment reference checks and evidence of qualifications. This role requires that any offers are made subject to the successful applicant undergoing Garda vetting.

Carlow College, St. Patrick's is an equal opportunities employer.