

JOB DESCRIPTION

JOB TITLE : Lay Chaplain

**RESPONSIBLE TO : Chief Executive**

**ACCOUNTABLE TO: Strategic Leadership Team/Board of Trustees**

St Elizabeth's is a national charity offering a range of services to all age groups with learning difficulties. We provide holistic care, support, health and education services in a safe environment for very vulnerable people, recognising them to be unique individuals who should be valued, supported and enabled to maximise their personal potential in all areas of life.

Established in 1903, St Elizabeth’s is a charity forming part of the Roman Catholic Diocese of Westminster and looks after approximately 100 adults and approximately 75 children and young people with epilepsy and other complex medical conditions based on a 68 acre site in Much Hadham, Hertfordshire. It also comprises a school, a further educational college, an adult care home and associated supported living services. There are approximately 620 staff. Annual income is approximately £21 million and net assets approximately £19 million. It is regulated by CQC and Ofsted.

Having recently transferred out of the direct control of the Congregation of the Daughters of the Cross of Liege into a new, separate charity, St Elizabeth’s is looking for a Lay Chaplain to help ensure that the new charity stays true to our Catholic heritage and ethos over the challenging years ahead of us.

**SCOPE OF ROLE**

The role will be delivered full-time but ideally with flexibility over the pattern of working days. Key to success will be the provision of support to the resident Chaplain, Father Paul, who leads worship at St Elizabeth’s. That will also require close liaison with the Daughters of the Cross, some of whom continue to live on site and who are still actively involved in the community and with the Archdiocese. The appointee will also have to work with the school to ensure that it operates in line with the regulatory requirements for a Catholic school.

In addition, the postholder will play an important role in the wider life of the St Elizabeth’s community. The role carries primary responsibility for working with senior staff to plan and deliver a programme of events, both directly religious and non-religious, to support the spiritual and community life of the organisation. The Lay Chaplain will also be expected to play a key role in offering pastoral care to staff and residents alike.

**MAIN DUTIES AND RESPONSIBILITIES**

The Lay Chaplain will:

* Assist the resident Chaplain in the planning and delivery of a programme of Catholic religious worship at St Elizabeth’s, performing key administrative duties such as acting as sacristan, liaising with the Daughters of the Cross, other local priests and the Archdiocese and wider Catholic church as appropriate
* Support and develop the spiritual, religious and liturgical life of the school, working with the school management to ensure that the school fully complies with the regulatory expectations of a Catholic school
* Work with senior St Elizabeth’s staff and ministers of other religions to help meet the religious needs of non-Catholic residents, learners, their families, and St Elizabeth’s staff and volunteers
* With senior managers and other supporting staff, plan and manage a programme of activities across the organisation to cement and develop the spiritual and community life of St Elizabeth’s, reinforcing the organisation’s values and encouraging an understanding of social justice and global citizenship
* With the resident Chaplain, play a central role in the pastoral system of care, being visible and approachable around the organisation, offering support and advice to those in need, including staff and families, and accompanying people at particular stages of their journey through life
* Provide advice to the senior leadership of St Elizabeth’s and play a full role in overseeing the operational delivery of all its work.

**Person Specification**

**Essential:**

* Practising Roman Catholic
* Understanding and experience in leading and/or assisting in Catholic worship, including deep familiarity with Catholic liturgy
* Familiarity with or experience in working in a relevant residential setting, such as a school, hospital, care home or charity
* Excellent communication skills, an approachable manner and ability to interact with a wide variety of individuals and stakeholders
* Good organisational and administrative capabilities
* IT literacy skills
* Enhanced CRB check

**Desirable:**

* Educated to degree level in theology or religious studies or any equivalent relevant discipline, or lay chaplain qualification
* Knowledge or experience of working with people with disabilities
* Teaching qualification
* Musical ability