

Further particulars

College Chaplain (Part time)

Lady Margaret Hall (LMH) is a College within the University of Oxford. It was founded in 1879 with a dual passion for learning and for equality, making it possible for the first time for women to study at Oxford. Today, the College continues to draw inspiration from its foundation vision and was the first Oxford College to offer a Foundation Year for disadvantaged students. LMH has been mixed since 1979 and is now an academic community with about 400 undergraduate and 250 graduate students. We are committed to research and scholarship, and to effective, highly personalised teaching and learning in a supportive environment for students from all backgrounds.

The College especially welcomes applications from women, people with disabilities, and people from black and UK minority ethnic communities who are under-represented in senior posts.

For more information about LMH see <https://www.lmh.ox.ac.uk/>

Main Purpose of Job

The Chaplain is responsible for the administration and organisation of the life of the Chapel. The Statutes of Lady Margaret Hall, stipulate that the services in Chapel will be conducted according to the principles of the Church of England; and that the Chaplain shall be responsible for the conduct and ordering of the Services in the Chapel, subject to the general approval of the Bishop of Oxford. LMH Chapel is an Anglican foundation, but the Chaplain is available to all members of the College, regardless of faith or beliefs. The Chaplain will facilitate cross-denominational work and foster the spiritual life of the whole community in fresh and innovative ways. As well as being expected to be available for pastoral support, the Chaplain will be visible and available to students and staff at short notice, contributing to the non-academic life of the College.

Relationships

Responsible to: The Principal

Liaison with: The Principal, The Head of Wellbeing, Governing Body Fellows,
Academic Staff, Support Staff and all students

Main Tasks

- Hold regular religious services as directed by the College, according to the principles of the Church of England
- Demonstrate sensitivity to the diversity of denominational affiliations of members of the College and to the diversity of liturgical practice among Anglicans. This diversity should be reflected in the conduct of College services and in the choice, by the Chaplain, of visiting preachers for the Chapel services

Maintain links with Chaplains across the Collegiate University, with the Diocese of Oxford, and with groups from other denominations and other faiths

- Actively encourage and promote events for other religions and beliefs
- Raise the profile of the Chapel in College, by working with the Communications Team to produce videos, posters and other initiatives
- To be available to provide pastoral support to members of the Junior Common Room, Middle Common Room, Senior Common Room and Staff
- Supervise the work of the Organ Scholar or Scholars and Choral Scholars, who participate in the LMH Chapel Choir, in partnership with a Director of Chapel Music. Line-manage the Director of Chapel Music. Work closely with the Choir in the organisation of appropriate Choir tours
- Work to promote the musical life of the Chapel and promote the good works of the College
- For candidates with suitable academic expertise, opportunities may exist for some academic contribution to the College. It must be noted that research and other activities should be undertaken outside of term time.

Other duties commensurate with the post may from time to time be assigned.

Selection Criteria

Essential

1. A University Degree
2. Be an Ordained Minister
3. Tertiary level training / education in Theology
4. A proven track record of providing ministerial and spiritual guidance to a wide range of people
5. Willingness to provide pastoral services, support and guidance to people of all faiths or of none.

6. Show a high level of interest in the values and chapel programme of LMH.
7. An ability and willingness to be flexible, especially with regard to hours of work
8. Strong communication and interpersonal skills

Desirable

1. An advanced degree
2. Professional training in pastoral care
3. A proven record in developing musical, cultural and other activities within LMH

Terms and Conditions

The salary will be in the range of £40,000-45,000 per annum pro rata. Hours of work are negotiable between 18.75 and 30 hours per week for 30 weeks per year. Working hours will be concentrated in weeks 0-9 of the University term as required, but with some limited cover out of term to support other members of the College community. Should the successful candidate have other skills beneficial to the College, these could also be considered, in addition to the part time role and be remunerated.

Benefits of working for the College include 36 days holiday (including bank holidays), the option to join a University pension scheme and one free meal per working day.

Additional benefits include an employee assistance programme, free annual flu jab, a parking permit scheme, a childcare salary sacrifice scheme, a bicycle purchase scheme, discounted healthcare schemes and a bus or train season ticket loan.

Application Process

To apply for this position, please send a CV, cover letter and equal opportunities monitoring form to recruitment@lmh.ox.ac.uk, or by post to the HR Office, LMH, Norham Gardens, Oxford, OX2 6QA by mid-day on 3rd July 2023.

Equal Opportunities

The College's Equal Opportunities Policy aims to ensure that in the recruitment, selection, training, appraisal, development and promotion of employees, the only consideration must be that the individual best meets, or is likely to meet, the requirements of the programme or course or post.

Lady Margaret Hall is committed to provide a learning, working and social environment in which the rights and dignity of all its members are respected, and which is free from prejudice, intimidation and all forms of harassment, including bullying. We seek to ensure that no-one suffers, either directly or indirectly, as a result of discrimination.

Lady Margaret Hall has a range of family-friendly policies.

Issued by the HR Office
April 2023