



Staffordshire University Services Ltd

## Job Description

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| <b>Job title</b>       | Chaplain (Muslim)  |
| <b>School/Service</b>  | Library and Student Services (Student Support and Wellbeing) |
| <b>Normal Workbase</b> | Stoke  |
| <b>Tenure</b>          | Permanent  |
| <b>Grade/Salary</b>    | Grade 3  |
| <b>FTE</b>             | 0.3 Fte  |
| <b>Date prepared</b>   | October 2020   |

### Job Purpose

The Chaplaincy, provides an active and full role within the life of the university and student experience. It is seen as playing a central role in the student and staff experience and supporting community belonging. The Chaplaincy plays a fundamental role in supporting students and staff (spiritually and pastorally) through challenges experienced along life's journey, e.g. at times of grief and loss, becoming independent and learning from life's experiences.

The Chaplaincy aims to deliver a multi faith service. It is important to recognise that the multifaith element belongs to the service and not individual chaplains who are not expected to engage in worship and practices that run contrary to their own faith tradition. As a service the chaplaincy aims to promote, support and organise events/festivals from all the main faith traditions. During 2020/2021 the Chaplaincy will expand by recruiting a Chaplain (Muslim), and the multifaith approach will remain, while wanting to provide role models for our diverse student and staff community can relate. The partnership working within our Chaplaincy will promote cultural understanding, knowledge and community respect.

### Relationships

|                  |                                  |
|------------------|----------------------------------|
| Reporting to:    | University Coordinating Chaplain |
| Responsible for: | Students and staff pastoral care |

### Main Activities

- To work in conjunction with Head of Student Support and Wellbeing and University Coordinating Chaplain to agree and promote our Chaplaincy strategy, which will promote and support spiritual understanding and respect.
- Be a visible presence on campus and establish effective links with colleagues across the University.
- To provide spiritual guidance to staff and students of all faiths and no faith where necessary
- Provide pastoral care to any student or staff member regardless of their religion or belief.
- Advise and guide University colleagues on matters relating to faith, religion and spiritual matters as appropriate.
- Signpost students to other support and advice services where their enquiries fall outside of the knowledge or remit of the Chaplaincy.
- Work in close partnership with the Friends of Faith Group and the Student Union
- Support all peer mentor cafes, events and activities – delivering these appropriate to the pandemic environment requirements. Face to face events and digital events
- To contribute to team meetings, University Chaplaincy events, Open Days and other Student Support and Wellbeing events.
- Any other duties which may reasonably be required.
- In partnership with the Friends of Faith group and Students Union advise staff, students and the broader campus community in relation to University procedures, regulations and legislation and their impact upon Muslim students.
- Participate in the development of digital approaches for the promotion of chaplaincy as a means of engaging the student/staff communities and support University Coordinating Chaplain in driving this forward.
- Demonstrate a commitment to continuing Personal/Professional Development.

### Special Conditions

The role holder may be required to travel between sites from time to time in a cost effective manner, which may be through the use of a car.

### Variation to Job Description

Staffordshire University reserves the right to vary the duties and responsibilities of its employees within the general conditions of the Scheme of pay and conditions and employment related matters. Thus it must be appreciated that the duties and responsibilities outlined above may be altered as the changing needs of the service may require.

### Conditions of Service

If you are successful in being appointed to a professional support role at Grades 1-6, you will be employed by Staffordshire University Services Limited (SUS Ltd).

Staffordshire University Services Limited is a wholly owned subsidiary company of Staffordshire University which provides professional support staff to undertake various roles and responsibilities associated with grades 1 to 6 on the Staffordshire University pay scale. You'll work alongside, and under the direction of colleagues, within the University's Schools and Services in the delivery of our University Plan and supporting KPIs. You will be subject

to Staffordshire University's policies and procedures and will be eligible to participate in the Staffordshire University Pension Scheme.