

# WE ARE RECRUITING



## LAY CHAPLAIN - UNIVERSITY OF FALMOUTH

**Location:** The University of Falmouth, Falmouth Campus, Woodlane, Falmouth, Cornwall TR11 4RH

**Hours:** 18 hours per week

**Salary:** £12.50 per hour FTE £22,750. Actual Salary £11,700.

**Closing Date:** Monday 26th June

The Lay Chaplain for the University of Falmouth is accountable to the Clergy Chaplain for Falmouth University. The post holder will work within the University campuses of Falmouth and Penryn as well as the Falmouth parish, deanery, diocesan and ecumenical structures as appropriate.

The job holder will work with the Clergy Chaplain, University community, Parish Priests, the Parish Communities and the wider Church to enable the students to be better witness to the Gospel and Christ's Mission by providing support to them and to facilitate the running of the Catholic Chaplaincy at Falmouth and Exeter University – Cornwall Campus.

### MAIN RESPONSIBILITIES

Working in collaboration with the Clergy Chaplain the post holder will be required:

- To work with the Clergy Chaplain for Falmouth University in order to provide a nurturing environment for Catholic students to grow in faith.
- To initiate and nurture faith Formation for students whether through an Alpha or other suitable formal programme and other informal methods.
- To foster links between the parish and the university.
- To oversee Mass and a shared meal.
- To be responsible for providing the food at the shared meal on a regular basis adhering to food hygiene regulations
- To offer pastoral support to Catholic students at Falmouth University
- To assist with the running of the Catholic Society at the University
- To be available to welcome students at fresher's week and other key stages of the University term
- To work in collaboration with the Parish Priest of Falmouth parish in order to build bridges between the parish and the University and nurture the students who are part of the parish.

- To provide a regular report to the Falmouth parish priest on the progress of the Chaplaincy.
- To be an enabler, seeking out volunteers, encouraging participation, calling forth gifts and where necessary providing skills training and support.

### General:

The post holder may be required to undertake other tasks, on an occasional basis, to achieve the objectives of the post and to meet the day to day needs of the parishes.

## KEY SKILLS

- Knowledge of the faith and the mission of the Catholic Church in the Diocese of Plymouth.
- Able to articulate and share a personal faith.
- Basic computer skills (email, word processing, PowerPoint etc).
- Good working knowledge of social media.
- Experience in handling confidential information.
- Experience of working with young people in the context of the current culture.
- Interpersonal skills that demonstrate the ability to work with people in a sympathetic and sensitive manner.
- Personally mature with a professional manner.
- Ability to build rapport at all levels.
- Ability to organise and prioritise workload appropriate to the needs of those being supported.
- Ability to work independently as well as part of Chaplaincy team.
- Ability to find appropriate solutions to problems and to make decisions within parameters defined.
- Ability to work on his or her own initiative.
- Ability to research and plan programmes that will support the spiritual formation of individuals and groups within the university student communities.
- Some cookery, hospitality skills
- Willingness to work flexible hours to meet the needs of the student community e.g. evening and/or weekend events/meetings.
- Gifted with a joyful spirit and a good sense of humour.
- Committed to the growth of the Catholic Church.

## KEY BEHAVIOURS

- A warm person who easily builds rapport with others.
- A committed individual whose faith manifests itself in their daily actions and their relationships with others.
- A team player with a positive, sympathetic and sensitive approach to dealing with issues/focused on resolving problems.
- Working with and learning from others.