



**Harris
Manchester
College**
UNIVERSITY OF OXFORD

Chaplain and Welfare Dean, with optional combined role as Tutor for Ministerial Studies

Further Particulars

Job title:	Chaplain and Welfare Dean
Hours:	0.5 FTE (or 0.7 FTE if combined with Tutor for Ministerial Studies role). This role would ideally be worked as a full-time position during term time (3 x 9-week terms). The role may involve some evenings and weekends.
Salary:	£51,753 pro rata (which is £25,887 pa for the 0.5FTE or £36,227 pa if combined with the Tutor for Ministerial Studies role). In addition, contribution to housing costs between £10,000 and £12,000 will be available for the first year of the post. (renewable in years 2 and 3 subject to funding). Please note that the amount of the final payment (in the range given) will depend on the final FTE.
Contract Type:	Fixed term for 3 years
Responsible to:	The Principal

Harris Manchester College

Harris Manchester is a college of the University of Oxford, with a radical tradition which it continues in the present day. Originally founded in 1786 in Manchester as a dissenting academy, it came to Oxford in 1889, and became a college of the University in 1996, changing its name from Manchester College to Harris Manchester College at that time. From the start, the College was distinctive in offering higher education to those who were excluded from the established English universities (at that time restricted to Anglicans) or other dissenting academies (often restricted to members of a particular denomination). Women were admitted from 1876, with the result that it was uniquely coeducational on its arrival in Oxford.

The College continues its tradition of radical inclusion today through a unique mission: it is the only college in the University of Oxford dedicated exclusively to admitting and supporting mature students (aged 21 years or over) at both undergraduate and postgraduate level.

The College is committed to breaking down the barrier of age in higher education. It provides a friendly, welcoming atmosphere and inclusive ethos, and pursues the highest standard of academic teaching, learning, and research in an environment which is fully supportive of Fellows, staff and students.

There are approximately 250 undergraduate and postgraduate students altogether, studying a wide range of subjects in the Humanities, Social Sciences, Engineering and Medical Sciences.

For further information on Harris Manchester, please visit the College website at <http://www.hmc.ox.ac.uk>.

Overview of Post

The Chaplain plays a central role in supporting the wellbeing, pastoral care and inclusion of all members of the college community. The postholder will provide spiritual and pastoral support, support student welfare, and act as a visible and approachable presence in College life.

The post-holder will work in close collaboration with the Principal and senior colleagues, participate in relevant College committees and meetings as required and contribute to the strategic development of the Chaplaincy and its future direction.

They will also develop and implement a Welfare strategy to support the wellbeing and resilience of students or residents to help create a culture where students feel safe, respected and cared for.

Key Responsibilities & Duties

Chaplaincy and Pastoral Care

- Lead, coordinate, and oversee the worshipping life of the College.
- Conduct or arrange services, ceremonies and occasions of reflection (e.g. termly services, memorials, graduations, or special events).
- Maintain and develop the Chapel as a welcoming, reflective, and inclusive space within the College.
- Contribute to the planning of sermons, reflections, and liturgy that are intellectually engaged, pastorally sensitive, and appropriate to a diverse academic community.
- Provide confidential pastoral support to students, staff and fellows, regardless of faith, belief or background.
- Offer spiritual guidance, while being respectful of other faiths and worldviews.
- Contribute to a culture of care, compassion and respect within the college.
- Participate in the intellectual and cultural life of the College through lectures, discussions, reading groups, or other educational initiatives related to theology, ethics, spirituality, or religion in public life.
- Act as a visible and approachable presence in College life, attending key events and contributing to the sense of community.
- Engage thoughtfully with the academic context of the University, recognising the distinctive character of an Oxford college community.

Welfare Dean – Responsible for the wellbeing of students

- Line manage and support the Welfare Lead (0.6 FTE, currently a qualified nurse)
- Develop and review college welfare policies and procedures.

- Work with the Welfare lead to provide welfare support to students and residents experiencing academic, personal, health or wellbeing concerns.
- Provide appropriate signposting and referral to professional services where required.
- Contribute to the College's wider wellbeing culture, including participation in welfare discussions and policy development where appropriate.
- Work closely with the College's Senior Tutor and wellbeing structures, and relevant committees to ensure coordinated and effective support.
- Attend relevant University and external meetings to ensure the College remains compliant and is aware of best practice.
- Liaise with University services including colleagues in other colleges, the College Doctors, the University Counselling Service and Student Health and Welfare Services and peer supporters.
- Respond appropriately to serious or complex welfare cases, in line with safeguarding obligations and University guidance.

Optional 0.2 FTE Ministerial Studies role that can be combined with the 0.5 FTE Chaplaincy role:

- Responsible for ministerial students within the College, supporting them throughout their course of study and formation.
- Develop new ideas to provide educational support for ordained ministerial students seeking continuing professional development (CPD).
- Oversee training of future cohorts of any ordination candidates admitted to the College.
- Deliver elements of ministerial training (formative and CPD) and oversee the wider training programme, ensuring it meets denominational expectations.
- Attend Governing Body meetings and take full responsibility as a trustee.

Selection Criteria

Essential

- Ability to work sensitively and respectfully with people of all faiths and none.
- Substantive experience of leading, coordinating, and overseeing the worshipping life of a community.
- Excellent listening, communication, and interpersonal skills.
- Understanding of the pressures and challenges faced by students in a demanding academic environment.
- Willingness to be an active and visible member of the College community.
- Ability to exercise sound judgement in complex and sensitive situations.
- Understanding of relevant safeguarding obligations, boundaries and referral processes.
- Knowledge of developing, implementing and evaluating welfare policies and procedures.

- Ability to work effectively with the Welfare Lead, tutors, doctors, counselling services and University structures.
- Knowledge of safeguarding principles and relevant legal and policy frameworks.
- *If combined with Tutor for Ministerial Studies:* Ability to mentor and guide students preparing for ministry.
- *If combined with Tutor for Ministerial Studies:* Capacity to contribute effectively as a trustee and member of Governing Body.

Desirable

- Strong interest in, or understanding of, Unitarianism.
- Willingness to also apply for the Tutor for Ministerial Studies post (additional 0.2 FTE).
- Flexibility in working hours to include some evenings and weekends by mutual agreement.
- Experience of mature student education.
- Research experience/postgraduate qualifications (Masters/Doctorate).
- Ability to contribute to research life of the college and university.

Appointment Procedure

To apply, please submit a CV (maximum 3 sides of A4) and a covering letter which details how your skills, experience, and qualifications meet the criteria for the post. Please also include the details of two referees.

The above should be submitted by email to hr@hmc.ox.ac.uk by 10:00 am on the application deadline of 23rd March. Interviews are expected to take place on 20th April.

Benefits and Conditions

- A contribution to housing costs of between £10,000 and £12,000 will be available for the first year of the post (renewable in years 2 and 3 subject to funding). Please note that the amount of the final payment (in the range given) will depend on the final FTE.
- Pension: You will have the option of joining a contributory staff pension scheme.
- Annual leave: 15 (based on 0.5 FTE) or 21 days (based on 0.7 FTE) plus bank holidays to be taken at a mutually agreed time, but normally outside of term.
- Funding to purchase a Bicycle and associated gear up to the value of £300
- Membership of the University sports club.
- Retail discounts
- Professional Development Support provided by the University
- Staff Social Events/Activities

Important Information for Candidates

Data Privacy

Please note that any personal data submitted to the College as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the College's data protection policy [here](#).

Equal Opportunity

Harris Manchester College is an Equal Opportunity Employer. Conduct against fellow employees and College members which is offensive, or detrimental to them on grounds of age, colour, disability, gender reassignment, ethnic origin, marital status, nationality, national origin, parental status, race, religion or belief, sex, or sexual orientation will not be tolerated.

Right to work in the UK

The appointment will be subject to the satisfactory completion of proof of the right to work in the UK.