

Faith and Spirituality Coordinator - Equality, Diversity and Inclusion - Grade F

Job Description

Purpose

Leading the work of the Chaplaincy Team and based in the Equality, Diversity and Inclusion Directorate, the post holder will be responsible for the day-to-day operation of the Oasis Faith and Spirituality Centres at our Preston, Burnley and Westlakes campuses. They will be the first point of contact and coordinate support for students and colleagues of all faiths and world views, supporting the University's Equality, Diversity and Inclusion Strategy and enhancing the student experience.

Duties

1. Develop, review and implement policies and operational practice, ensuring high quality, consistent, inclusive and accessible support for learners and colleagues.
2. Build effective working relationships with Schools, Professional Services, the Students' Union and external community stakeholders to raise the profile of the chaplaincy service.
3. Promote the ethos and objectives of the Chaplaincy Team, contributing to a university community built on respect and inclusivity.
4. Oversee the management of incoming telephone calls, mailbox enquiries and face to face visitors.
5. Coordinate the delivery of student focus groups to co-create a faith and spirituality service that reflects the needs of the student community.
6. Work with the Chaplaincy Team to coordinate the delivery of faith, spirituality and world view activities, with the aim of increasing trust, accessibility and engagement with the service for students and colleagues.
7. Manage the involvement and delivery of support from the Chaplaincy Team with key university initiatives and events i.e. open days, welcome week, student induction, graduation etc.
8. Contribute to the development of a programme of events, information, projects, and initiatives involving learns and colleagues, aligning these with national and international faith celebrations, where appropriate to embed a sense of belonging at UCLan.
9. Oversee the management of the booking system for activities and facilities within the Oasis Faith and Spirituality Centres, ensure compliance with health and safety policies and procedures.
10. Coordinate the recruitment, selection and induction of Volunteer and Associate Chaplains and provide ongoing support, as needed.
11. Facilitate regular Chaplaincy team meetings and represent the team at Student Services and cross-university meetings as required.
12. Provide line management and support to employed Chaplains including delivery regular 1:1 support and appraisals.
13. Any other duties and responsibilities appropriate to and commensurate with the level of responsibility as determined by the line manager.

Person Specification

Knowledge, Skills, and Behaviours (Essential)

- Experience of coordinating and developing teams (Application/Interview).
- Experience of developing, planning and delivering activities and events (Application/Interview).
- A degree or equivalent qualification (Application/Interview).
- Experience of providing administrative support in a fast paced and responsive environment (Application/Interview).
- Knowledge and understanding of the needs of students within a diverse community (Application/Interview).
- Strong administration skills including handling confidential information and use of IT systems (Application/Interview).
- Excellent organisation and time management skills
- Excellent interpersonal and communication skills with the ability to build effective relationships (Application/Interview).
- Commitment to ensuring an inclusive environment that welcomes and supports all (Application/Interview).
- Flexible approach to working hours with the ability to work out of office hours if required (normally by prior arrangement e.g. for Open Days) (Application/Interview).
- An understanding of and demonstrable commitment to the University's Values of Achieving Together, Being Proud, Creating Opportunity and Supporting All, as a framework for decisions, actions and behaviours (Application/Interview).

Knowledge, Skills, and Behaviours (Desirable)

- Experience of working with a Higher Education, Student Services, Wellbeing Services, Chaplaincy Services or similar (Application/Interview).
- Experience of promoting and celebrating different faiths, culture and diversity (Application/Interview).
- Excellent presentation skills (Application/Interview).

It is important to note that the successful applicant will be required to undertake an enhanced disclosure for you from the Disclosure and Barring Service and that this will form part of the conditions of offer of employment.