Job title: Mansfield College Chaplain

Location: Mansfield College, University of Oxford, Mansfield Road, Oxford OX1 3TF

Salary: £15,471 per annum

Hours: Part-time (50% fte) 18.25 hours per week

Contract type: Permanent

Reporting to: Principal of the College, Helen Mountfield

Additional information: Mansfield is a non-conformist college in the Reformed tradition. Flexibility would be considered for those who currently hold another part time post. Applicants above the EJRA may also be considered on a 3-year fixed-term basis.

The role

Mansfield College seeks to appoint a College Chaplain from no later than September 2022 to help support our very diverse student body.

Mansfield’s history is as a non-conformist college in the Reformed tradition, which the current statutes still reflect; however, the College is open to applicants of all mainstream Christian traditions. The Chaplain is responsible to the Principal, who is head of the College, for the conduct and oversight of services in the Chapel.

Mansfield Chapel is one of the most outstanding examples of the work of the architect Basil Champneys, and in accordance with the development of the College, is now a multi-use space which includes dining, religious services, and musical events. Chapel services take place every Wednesday evening in term time.

Recently there has been a concerted effort to include termly services devoted to addressing racial and social justice issues and celebrating the LGBTQ+ community. We are keen to re-establish our musical traditions in the Chapel, with the Chaplain working effectively with the Director of Music who supervises the Choral Scholars and the Chapel Choir. The choir and other College musicians perform at the weekly Wednesday service and on a number of other regular events, both religious and non-religious in nature. There are other occasional services which the Chaplain is expected to conduct, including weddings and memorial services, and the Chaplain is responsible for overseeing the Chapel diary throughout the year.

The Chaplain also plays an important role in the pastoral and welfare provision for all members of the College, students and staff. The College is keen to ensure that its students, both undergraduate and graduate, are well-supported. The Chaplain is a member of the welfare team, led by the Head of Welfare and including the Senior Tutor, Head Porter, Junior Deans and other members of the decanal team, and members of JCR and MCR Benches. In addition to providing individual welfare
support to the students and staff of the College, the Chaplain’s role is also to provide ‘support to the supporters’ drawing on the Chaplain’s skills in forming sensitive, pastoral relationships, especially among the student community. They must inspire trust that it is safe for students, of all faiths or none, to share a variety of personal concerns with them in complete confidence.

Mansfield College is a liberal, tolerant, progressive community, and the appointee will be expected to sustain these values, building on the work of the current Chaplain to encourage the engagement of all members of the College community with the Chapel, and to foster the friendly relations which currently exist between different groups within the College. There are opportunities to build in multi-faith events and celebrations into the Chapel calendar as well as developing the community work of the Chaplain in engaging students and staff in conversation and reflection on issues of social justice and spiritual growth.

About Mansfield College

Mansfield College is what an Oxford College should be in the 21st century: warm, welcoming, and socially and educationally diverse. One of the younger and smaller colleges within the University of Oxford, at Mansfield we pride ourselves on being distinctive, outward-facing, plural and broadminded in our culture, research and education, and in fostering a supportive community in which diverse people and ideas can flourish. Mansfield is home to the Bonavero Human Rights Institute, dedicated to fostering world-class research and scholarship in human rights law. The current Principal is Helen Mountfield QC, a human rights lawyer.

Mansfield has become particularly well known for our academic outreach, and our strong and effective work in broadening participation in higher education for students from a very wide range of social backgrounds, where we consistently lead the University of Oxford and the Russell Group.

Mansfield is one of the 39 constituent colleges of Oxford University. It was founded by non-conformists in the 1880s and since its foundation has offered excluded and under-represented constituencies access to an Oxford education. The College’s position on broadening access to the University of Oxford is now nationally recognised. The College currently consists of around 250 undergraduate students, 170 graduate students and 40 visiting students each year. The College also has a strong and supportive body of international students. We are proud to be in one of the most diverse Colleges in Oxford, in all senses of the word, and this is what makes us distinctive. The community is relatively small, comparatively informal, and particularly welcoming and friendly. We are proud that Mansfield’s intellectual standing has increased significantly in line with our reputation as a progressive and inclusive College with results, on average, in the top third of the rankings tables over the last 3 years.

From the late 20th century, Mansfield has undertaken sustained and serious work to ensure that the College is intellectually excellent but never socially exclusive, and has taken active steps to ensure it attracts and fairly selects candidates from diverse backgrounds. Mansfield is significantly ahead of other Colleges at Oxford and Cambridge in terms of achieving a student body which broadly represents the society it serves. This year, 96% of its offers to home undergraduates were to students from the state sector, and 30% were first generation university students.
Mansfield occupies one of the most attractive sites in Oxford, central and close to all the libraries and shops, yet in a quiet position near to the University Parks and River Cherwell. The late nineteenth-century buildings, which house the College’s main public rooms, are regarded as amongst the finest work of the important Victorian architect, Basil Champneys.

**Duties and Responsibilities**

- Conducting the regular services in the College Chapel during term and on other special occasions during term.
- Preaching at College services and organising visiting preachers. Overseeing the diary of the Chapel and its administration.
- Working with the Director of Music to ensure that music lists and programmes of service are produced in a timely fashion and participating in the annual selection of choral scholars.
- Encouraging all members of the College community to make use of the Chapel and publicising events through the production of term cards, weekly bulletins and other means.
- Conducting marriages and memorial services for members, old members and staff as required.
- Supporting junior members, fellows and staff of the College who are sick or in hospital.
- Providing pastoral and welfare support for all members of the College community but with particular emphasis on the support provided for junior members in conjunction with the other members of the welfare team.
- Contributing regularly to the work of the welfare team and being available to assist in dealing with serious welfare/pastoral matters when they arise.
- Being a visible presence in the College community.

**Selection Criteria**

**Essential**

- be a graduate who is ordained in a mainstream Christian tradition (strong applications from lay leaders/laiety may also be considered).
- have the experience and skill to organise and conduct the services in the College Chapel, to preach effectively and to organise appropriate guest preachers.
- be able to work in sympathy with the Director of Music, the Choral Scholars and the Chapel Choir to sustain the strong and growing musical traditions of the College.
- have a demonstrable aptitude to provide pastoral support with the discretion such support requires.
- display excellent inter-personal, oral and written communication skills.
be committed to diversity and equality and able to relate positively to people from a wide range of backgrounds, ethnicities, sexual orientations, gender identities, and of all faiths or none.

- have demonstrated effective administrative skills, including time management.
- be sympathetic to the scholarly endeavours of the College in teaching and research.

Desirable

- have experience of working with young people.
- conduct advanced study or research, noting that previous Chaplains have found it possible to combine the post with advanced academic work.
- if invited and suitably qualified, to contribute to the academic subject of Theology as taught in the College.

Terms and Conditions

This is a half-time post, the salary for which is currently £15,471 per annum. The Chaplain is entitled to membership of the Universities Superannuation Scheme to which the College makes the agreed employer contribution. The Chaplain is a member of the Senior Common Room and as such is entitled to take all meals free of charge at the common table when on duty.

In accordance with the Equality Act 2010: Part 1, Schedule 9, there is a genuine occupational requirement for the post holder to be a practicing Christian.

How to apply

If you would like to apply please submit a letter of application, stating why you are interested in, and suitable for this role and a CV which should include three referees and the recruitment monitoring form available on the vacancies page to Mansfield HR vacancies@mansfield.ox.ac.uk

Postal application should be sent to the below address however, we recommend electronic submission:

Mansfield Human Resources
Mansfield College
Mansfield Road
OXFORD
OX1 3TF

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

Please ensure you indicate whether referees maybe contacted. References will be taken up as part of the selection process/pre-employment screening.

Application must be received no later than the closing date stated on the online advert. Interviews will take place as soon as possible thereafter. Please indicate if there are any days you would not be able to attend interview.
The person will be expected to start by September 2022, or possibly earlier by mutual agreement. The interview panel will consist of Helen Mountfield QC, Prof Stephen Blundell, Dr Helen Lacey and Prof Jenn Strawbridge.

We will make arrangements for shortlisted candidates to meet virtually with student members of Chapel Committee, if they so wish. The current Chaplain is also willing to speak (virtually) with shortlisted candidates and answer queries about the post. The recommendation of the interview panel will be subject to ratification by the Governing Body of Mansfield College.

All reasonable interview expenses will be reimbursed. The appointment will be subject to satisfactory completion of a medical questionnaire and the provision of proof of the right to work in the UK.

If you need help
For general support enquiries on how to apply for the role, please email vacancies@mansfield.ox.ac.uk

Please note that correspondence on application progress will be via email. Please check your spam/junk mail if you do not receive an email.

Important information for candidates

Equal Opportunities

Mansfield College and the University of Oxford are equal opportunities employers and welcome applications from all suitably qualified candidates. Mansfield actively welcomes diversity amongst its staff and students and all reasonable adjustments will be made to the recruitment process, working arrangements and/or environment to accommodate applicants with any form of disability.

Applications are particularly welcome from Black, Asian, and Minority Ethnic candidates, who are currently under-represented in college posts at Mansfield.

Please let us know if you believe there are any reasonable adjustments we should be making to assist you with your application. If you feel that you have a disability which may affect your application, please let us know. Please also let us know of any reasonable adjustments that we would need to make for you to attend an interview.

To comply with UK employment legislation the successful candidate will be required to provide documentary evidence of his or her eligibility for employment before starting work with the College. Potential applicants should note that this advertisement does not satisfy the requirements of the UK Home Office in relation to a sponsorship for a visa.
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: GDPR Framework | Mansfield College, Oxford

Benefits of working at Mansfield College

**Annual Leave**
College employees enjoy a generous annual leave package of 25 days, pro rata in year of joining and per the hours worked in addition to the College closed period (5 days at Christmas) plus Bank Holidays.

**Staff Meals**
College employees can benefit from a free meal while on duty during normal operations. Meal times are always a welcoming opportunity to meet fellow staff. Some posts come with specific dining rights which will be outlined in the contract of employment main terms and conditions.

**Pension Scheme**
We operate a contributory pension scheme which you will be auto-enrolled into (subject to the conditions of the scheme). Further details will be provided on appointment. This post is pensionable in OSPS.

**Family-friendly benefits**
The College follows the University of Oxford’s family leave schemes. With one of the most generous family leave schemes in the Higher Education sector, and a range of flexible working options, Oxford aims to be a family-friendly employer. [https://hr.admin.ox.ac.uk/family-leave#/](https://hr.admin.ox.ac.uk/family-leave#/)