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| **Job Details** | |
| Job Title | Director of Chaplaincy Studies |
| Grade | F (£43,740 – £49,488)) |
| Location | Cardiff – St Padarn’s Institute, Llandaff, CF5 2YJ  The role requires some travel throughout the UK and occasional overnight stays. |
| Contract Type | Permanent |
| Working Hours | Full time (34.75 hours per week)  The nature of this role requires some flexibility in terms of working hours and location. Applications from candidates interested in alternative work patterns will be considered; however, business needs may place limitations on the arrangements offered. |

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| **Selection Process** | |
| Closing Date | 10 May at 10:00 am |
| Interview Date(s) | 23rd – 24thMay |
| Selection Process | Applicants who are successful at the shortlisting stage will be invited to attend an interview and assessment based on the requirements of the role. The successful applicant will be required to complete a satisfactory DBS check. |
| Contact Details | HR@cinw.org.uk / 029 2034 8200 |

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| **Job Purpose** |
| St Padarn’s Institute has an established reputation in the UK in the field of Chaplaincy Studies. Its long-running MA programme in Chaplaincy Studies, validated by Durham University, has provided high-level academic development and theological reflection for serving chaplains for over twenty years, particularly in the health sector and the military. Within St Padarn’s this sits alongside two other PGT programmes – a broad MA in Theology Mission and Ministry and a specialist pathway for Children, Youth and Families workers – under the leadership of the Dean for Discipleship. All three of these MA programmes are designed to support reflective practice and ministerial development of serving Christian ministers. We have a developed expertise in delivering MA programmes through residentials, and a strong registry, quality assurance and student support infrastructure. The director’s core role is to lead this programme, teach and inspire.  However, Chaplaincy is changing. It has grown hugely in significance and diversity over the last decade; in many cases it is no longer the church which gives rise to chaplaincy but chaplaincy to the church. Over the last four years Chaplaincy Studies at St Padarn’s flexed to succeed during Covid, shifted its university partner from Cardiff University to Durham University, prepared students for the new UK Board of Healthcare Chaplaincy professional recognition, won (again) the contract with the MOD for providing post-graduate degrees for Army Chaplains, broadened its base of associate tutors, maintained strong student recruitment and integrated Chaplaincy Studies into a strong growing postgraduate culture within St Padarn’s.  The next Director of Chaplaincy Studies will be able to start from this place – a respected thriving programme, and excellent structures, culture and support within St Padarn’s and the wider Representative Body team. Their role is to be in touch with the chaplaincy on the ground, insightful about the changing context, and identify new opportunities for St Padarn’s to contribute to the development of Chaplaincy in the UK. The challenge is to take Chaplaincy Studies to the next stage - increasing numbers, widening participation, enhancing our reputation for quality, embracing diversity in the areas of chaplaincy we support.    Alongside this, you will teach across St Padarn’s within your subject specialism (e.g. ethics), which could involve our online BTh programme, ministerial training, and continuing ministerial development for the Church in Wales. You would be expected and supported to be research-active. You would also make a significant contribution to one further area of the institute’s life, depending on your calling and talents.  St Padarn’s is the Church in Wales’ resource institution for theological education, training, ministerial development and research. This post is located at the St Padarn’s Cardiff site, which is our main residential base. You would be joining a group of twelve tutorial staff, with expertise across the theological and ministerial disciplines, led by Canon Professor Jeremy Duff. Our strapline – formation in community for mission – expresses the heart of what St Padarn’s is |

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| **Reporting Structure** | |
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| Reports to | The Dean for Discipleship, who is the lead for Postgraduate Studies within St Padarn’s. |
| Responsible for | Associate Tutors (up to 5 a year providing expertise in a subject specialism or area of chaplaincy). |
| Primary Contacts | St Padarn’s Institute staff, Durham University staff, Chaplaincy partners (such as the Royal Army Chaplains Department; Health Trusts; UK Board of Healthcare Chaplaincy, Sports Chaplaincy UK, the Churches Higher Education Liason Group), dioceses across the UK and other church partners. |

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| **Main Duties and Responsibilities** |
| 1. Develop the strategy for Chaplaincy Studies within St Padarn’s Institute in conjunction with the Dean for Discipleship and the Principal. 2. To be the programme leader for the MA in Chaplaincy Studies:  * Developing the curriculum, delivery patterns and pedagogy. * Leading the community of learners on the MA, as a supportive Christian learning community within the wider St Padarn’s family, including the function of being personal tutor. * Coordinating and supporting the module leaders on the MA, whether associate tutors or other members of the St Padarn’s staff team. * Being responsible for the public profile of the programme, and leading recruitment to it, drawing on social media, PR and marketing expertise within the institution. * Being attentive to the student voice, developing the programme in response to feedback.  1. To teach in your specialist area up to Master’s level:  * Be the module leader for two or three modules on the MA Chaplaincy Studies. * Be the module leader for one or two further modules, within the BTh in Discipleship, Mission and Ministry or other MA programmes. * Contribute as appropriate within other St Padarn’s programmes, such as clergy CMD. * Mark and moderate student work, sitting on exam boards etc.  1. Supervise dissertations and research projects. 2. Develop appropriate programmes for the provision of (initial) training in Chaplaincy:  * Encompass the needs of volunteers and those entering paid work in chaplaincy. * Support the developing breadth of chaplaincy in the UK. * Work closely with, and generate business from, dioceses across the UK, non-Anglican denominations and new church groupings. * Arrange appropriate validation, both HE and from professional bodies.  1. Host and provide appropriate Christian leadership for chaplaincy residentials, including the leading of Christian worship and creating and maintaining a Christian learning community. 2. Provide Christian pastoral and formational support and guidance for those on chaplaincy programmes as they reflect on and process their experience as chaplains. 3. Recruit and manage associate tutors appointed to contribute to Chaplaincy Studies either by leading MA modules or contributing expertise in a particular field of chaplaincy, so as to create a cohesive team. 4. To take responsibility for, or make a significant contribution to, an area of the institutional life of Padarn’s, drawing on your strengths and calling. 5. Maintain and develop the key partnerships with the MOD, the hospital and prison sector, the schools, FE and HE sector and Sports Ministry. 6. Develop the profile of St Padarn’s Institute as the UK’s leading provider of Chaplaincy Studies through networking and stakeholder groups, the provision of CPD and publications. 7. Develop an alumni network for chaplains who have previously trained with us. 8. Sit on the St Padarn’s Institute Academic Board and MA Programme Board, contribute to the quality and standards agenda and enhance student experience across St Padarn’s Institute. 9. Work with the Director of Operations to develop the business plan for Chaplaincy Studies and ongoing budgeting and financial planning. 10. Support the Registrar in ensuring efficient procedures, handbooks, academic administration, validation processes and admissions in respect of all Chaplaincy programmes. 11. Work with the Publicity team to develop effective marketing and publicity about Chaplaincy Studies. 12. Keep up to date with developments in chaplaincy in the UK, teaching, assessment, research, and the use of ICT.      1. Contribute to the wider life of the Church by research, writing or speaking. 2. Maintain accurate and complete records which are suitably stored/shared. 3. Undertake any other duties as required commensurate with the role/grade. |

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| **Knowledge, Skills, Qualifications and Experience** |
| **Essential**:   * Extensive experience as a Chaplain. * A doctorate in theology, chaplaincy studies, or a related field. * Demonstrable ability to teach and passion for facilitating learning. * The leadership and relational skills to gather, enthuse and shape a learning community. * Experience of managing a team of staff and/or volunteers. * Excellent interpersonal skills and the ability to work successfully in partnership with Bishops, University Departmental Heads, chaplaincy partners (such as MOD and NHS staff), and ministry leads within church institutions. * A commitment to the work of Chaplaincy as a form of Christian mission and ministry, including the place of chaplaincy within the Armed Forces. * Experience of academic and popular publishing, organising seminars and training events. * The ability to pioneer new programmes and opportunities. * Financial and business planning skills and the ability to successfully drive forward projects within the overall framework of St Padarn’s Institute. * The ability to inspire, enthuse and be trusted by learners, including experienced chaplains within diverse contexts (e.g. the military, health care, education, workplace and sports). * The ability to lead Christian worship and provide Christian pastoral and formational support for those on chaplaincy programmes as they reflect on and process their experience as chaplains. * Excellent communication skills, both oral and written, and a commitment to working collaboratively (and modelling this to learners). * The ability to use standard ICT packages and a willingness to use current and new technology to facilitate dispersed working and learning. * Excellent organisational skills and the ability to manage a complex workload of competing demands. * Flexibility to work outside normal working hours and away from the main office. * An empathy with the mission and ministry of the Church in Wales. |
| **Desirable**:   * Experience of teaching, marking and examining up to master’s level. * Experience of supervising and examining dissertations and/or research projects. * Being ‘research-active’ with a track-record of research, writing and speaking. * Experience of academic administration, quality assurance and admissions. * Experience of working with SharePoint, a VLE or content-management ICT systems, and teaching using online technology. * Written and oral communication skills in Welsh, or a commitment to learn Welsh. |
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| **Development Opportunities** |
| The St Padarn’s Institute is a vibrant Christian learning community, focused on the mission of the Church. You will join a community of scholars within which your academic expertise will be valued and nurtured, while you will also contribute strongly to the ongoing life and mission of the Church, particularly through the development of its leaders and ministers and the production of theological thinking. Here the academic and the missional are held together, and you will engage in a rich variety of teaching with a stimulating range of learners. The St Padarn’s Institute provides an overall supported and trusted framework, with excellent professional support services and a collegiate environment, within which your skills and calling can flourish and further develop.  As the Director of Chaplaincy Studies you will have the challenge and opportunity to take the existing chaplaincy work to a new level. You will be supported in developing the work in a way which is both theological and missionally cogent, as well as financially and operationally robust. |