MERTON COLLEGE

ASSOCIATE CHAPLAIN
and CAREER DEVELOPMENT RESEARCHER

FURTHER PARTICULARS

1. GENERAL

Merton College proposes to appoint a full-time Associate Chaplain and Career Development Researcher for four years commencing on 1 September 2020 or as soon as possible thereafter. This is a career development post which will enable the postholder to divide their time between an active liturgical, pastoral and catechetical ministry, and doctoral or postdoctoral research in any academic discipline.

The College is an equal opportunities employer.

Criteria for appointment

To be eligible to apply for this post, candidates should:

- be a graduate in priests’ orders of the Church of England (or of a church in full communion with the Church of England);
- have acquired a first degree, and at the time of appointment be engaged in doctoral or postdoctoral research in any academic discipline; and
- have career development needs which this post would address.

Nature of the appointment

The post of Associate Chaplain and Career Development Researcher is a fixed-term College appointment for four years. The postholder will be provided with the opportunity, over this four-year period, both to develop their ministry within the context of a close-knit residential community, and to produce high-quality research at doctoral or postdoctoral level.

It is College policy to seek to advance and support the early careers of suitable candidates by means of career development positions such as this. It is therefore an integral feature of such positions that they are time-limited and cannot be renewed so that this policy can be implemented for a continuous succession of postholders.
Merton College Chapel and Choral Foundation

Merton College, the first fully self-governing College in the University of Oxford, was founded in 1264 by Walter de Merton, sometime Chancellor of England and later Bishop of Rochester.

The College Chapel dates back to the end of the thirteenth century and stands at the heart of the College as a witness to Christian worship over almost 750 years. It is home to a lively and diverse community which continues this faithful offering of worship with daily services during term time. Each year a number of occasional services (weddings, funerals, memorial services) take place in the Chapel, members of the community are baptized and confirmed there, and it is also a popular venue for concerts, plays, recordings and broadcasts.

In 2008 the College established a Choral Foundation. The College Choir sings three services a week during term and at occasional services during the vacation. In 2016 the College extended the Choral Foundation by setting up the University’s first Collegiate Girls’ Choir, for girls aged 10-16 from local schools. The Girls’ Choir sings one service a week during term and has occasional commitments during the vacation. A new organ, built by Dobson Pipe Organ Builders of Lake City, Iowa, was installed in 2013. Benjamin Nicholas is the full-time Reed Rubin Organist and Director of Music (for the Chapel and the College).

The Chaplain, the Revd Canon Dr Simon Jones, has general oversight of the Chapel and Choral Foundation and has overall responsibility for the College’s engagement with, and appointments to, its twenty Livings. He also co-ordinates the welfare provision in the College and convenes the Student Support Sub-Committee. In connection with the Chaplaincy, he is assisted by a full-time Verger and Chapel Administrator, and a team of student Chapel Officers. There are also normally two or three ordinands on placement each year who act as Pastoral Assistants.
2. CHAPLAINCY RESPONSIBILITIES OF THE POSTHOLDER

The main Chaplaincy responsibilities of the postholder will be as follows:

Working with the Chaplain to:

a) officiate at Sunday, weekday and occasional services in the Chapel in accordance with the Statutes and Bylaws of the College, and to preach when required;

b) act as pastor to the Chapel community;

c) prepare members of the community for baptism and confirmation;

d) prepare couples for marriage and officiate at their weddings;

e) preach at College Livings, when invited, and arrange for them to visit the College.

It will be the particular responsibility of the Associate Chaplain to:

a) liaise with the Verger to prepare for, and publicise, services;

b) support, and work with, the student Chapel officers;

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c) co-ordinate the duties of the Pastoral Assistants and their supervision;

d) ensure that the Chapel engages with Christians of all traditions within the College, including the Christian Union and Catholic Society representatives;

e) organise social events for the Chapel community and arrange the annual pilgrimage / retreat;

f) lead the weekly discussion group and / or similar events to involve a diversity of students within the College, which include both opportunities to gather in a non-religious context and to engage people with issues of faith in an open and inclusive environment;

g) continue established initiatives and create new initiatives to strengthen the Chapel community and develop relationships with other members of College;

h) be available to the College community for pastoral care and spiritual guidance for those who seek it, liaising with Chaplain and other members of the welfare team, as appropriate.

i) lead the Girl Chorister’s catechesis sessions;
j) work with the Chapel Administrator to keep under review the Chapel’s presence on social media and the College website;

k) encourage students’ voluntary work in the local community and more widely, including liaising with local charities for student involvement;

l) participate in the out-of-hours rota to cover emergencies;

m) cover the Chaplain’s day off and any sabbatical leave granted to the Chaplain.
**Schedule of Chapel services during term:**

**Sunday**
- 9.00am College Eucharist / Morning Prayer
- 5.45pm Choral Evensong / College Eucharist

**Weekdays**
- 8.15am Morning Prayer (Monday to Friday)
- 12.30pm Eucharist (Tuesday)
- 6.15pm Choral Evensong (Tuesday and Thursday, College Choir; Wednesday, Girl Choristers)
- 6.30pm Evening Prayer (Monday)

The termly Chapel Card and Music and Services booklet can be found on the College website ([www.merton.ox.ac.uk](http://www.merton.ox.ac.uk)).

### 3. RESEARCH RESPONSIBILITIES OF THE POSTHOLDER

The post will provide an opportunity for the postholder to devote a substantial proportion of their time to producing high-quality research. It is expected that the successful candidate will have a good first degree (either First or 2:1 or, for EU / international applicants, a qualification equivalent to a good Honours degree), and show excellent ability and potential in their chosen academic field.

Postholders will be required to:

a) undertake high-quality research at doctoral or postdoctoral level in any academic discipline; and, in connection with this, develop a coherent research plan for the duration of the appointment which can either be completion of doctoral work, the further development of doctoral work, or an entirely new area, and which promises to make a valuable contribution to the candidate’s field;

b) submit in June an annual report to the Research Committee of the College on her or his research activities.

The postholder will be assigned an academic adviser (for doctoral students, this will not be their supervisor) who will discuss work in progress, develop a personal academic training plan as appropriate, and support them in making effective use of this career development post.

A postholder requiring access to laboratories or other departmental facilities should contact the relevant department in advance of submitting their application to get confirmation that they will have access to these facilities.

In general, over the course of an academic year, postholders should anticipate splitting their time between their Chapel and their research commitments. It is anticipated that this split will be weighted towards the Chaplaincy aspects of the role during term-time, and towards the research components in the out-of-term periods.
There need not be any connection between the candidate’s subject of research and the candidate’s chaplaincy role. The hope is that the role will allow the candidate’s own academic career to inform and enrich their ministry to other members of the College.

4. Qualifications and Skills

The Associate Chaplain and Career Development Researcher will:

- be a graduate in priests’ orders of the Church of England (or of a church in full communion with the Church of England);
- have acquired a first degree, and at the time of appointment be engaged in doctoral or postdoctoral research in any academic discipline; and
- have career development needs which this post would address.

The following qualifications and skills are specified as consistent with fulfilment of the duties listed above:

**Essential**

a) Organisational skill and ability to conduct services within the liturgical tradition of the Chapel and to preach effectively;

b) Demonstrable aptitude for pastoral care and catechesis;

c) Willingness to support the musical life of the Chapel;

d) Ability to support different Christian denominations and to promote good relations with other faith groups and those of no faith;

e) Excellent inter-personal, oral, and written communication skills;

f) Willingness to promote the Chapel as contributing to the common life of the College, and to be sensitive to issues of ethnicity, disability, gender and sexual orientation within it;

g) Effective administrative skills;

h) Ability to work both independently and as a member of a team;

i) Scholarly ability (a capacity to formulate appropriate goals, select appropriate methods, undertake appropriate analysis, propose supportable conclusions, present findings effectively, and the ability to articulate these);

j) Commitment to defining and pursuing a personal career development plan during tenure of this post.

k) Understanding of the aims and ethos of an academic community;

l) Satisfactory Disclosure and Barring Service (DBS) enhanced disclosure.
Desirable

a) Ability to sing the sung parts of the liturgy;

b) Knowledge or experience of working in a University and / or of a collegiate system;

c) Experience of working with young people.

5. REMUNERATION AND CONDITIONS OF THE POST

The salary for the post will be £27,963 p.a.

The following conditions will apply:

a) The Associate Chaplain will be elected to full membership of the Senior Common Room and have the right to free breakfasts, lunches, and dinners at the Common Table of the College when the College Kitchen is open;

b) The College will provide the postholder with appropriate housing. Alternatively, the College will pay a taxable housing allowance of £10,000 p.a. in addition to the stipend;

c) The Associate Chaplain will be provided with an office in College with a desktop computer;

d) The College will pay the Employers’ contributions for the Church of England Pension Scheme or the Universities Superannuation Scheme;

e) The College will insure the Associate Chaplain, a co-habiting partner, and any dependent children under the age of 21, with a medical insurance company free of charge (the premium is assessable as a taxable benefit);

f) There is a possibility of grants for qualifying research expenses from the Research Fund of up to £3,800 p.a. (from 1 August 2020);

g) The cost of in-house official entertaining that has been agreed by the Chaplain may be charged to the College; the Associate Chaplain will also receive a taxable allowance of £450 p.a. for official entertaining outside College;

h) The College provides for sick leave and family-related leave on the same basis as the University of Oxford, taking into account the fixed term nature and particular circumstances of the employment;

i) The Associate Chaplain will not be eligible for sabbatical leave and no external commitment should be entered into without the consent of the College;
j) The appointment will be for four years. There will be a probationary period of one year at the end of which the appointment will be confirmed subject to review by the Chapel and Patronage Committee and approval by the Governing Body. A notice period of twelve weeks will be required should the post holder wish to resign the chaplaincy at an earlier point.

k) The appointment is conditional on verification of the successful candidate’s right to live and work in the United Kingdom.

This is a full-time position. There are six weeks of paid leave per annum, to be taken in agreement with the Chaplain, in addition to the usual public holidays. Holidays must normally be taken outside the academic term so that the postholder will be able to undertake chaplaincy duties from 0th week – 9th week of each term.

6. PROCEDURE FOR APPLICATION AND APPOINTMENT

Those wishing to apply for this post should download the online application form at www.merton.ox.ac.uk/vacancies and upload by the closing date of 9.00am on 13 April 2020:

- a letter of application (detailing suitability for the post);
- a brief curriculum vitae incorporating a list of any publications;
- a research proposal (doctoral or post-doctoral) of not more than 1,500 words for the four years covered by the post.

Applicants should also arrange for three referees (who, together, should be able to comment on the applicant’s suitability for both aspects of this post) to write directly to the College’s HR Manager by 12:00 noon on the closing date of 13 April 2020. References should be sent electronically to vacancies@merton.ox.ac.uk. Hard copy signed references will be required for the successful candidate.

Applicants are also requested to inform their referees that, under the 1998 Data Protection Act, the references they provide will be regarded as disclosable to the subject of the reference unless marked “strictly confidential”. This instruction must appear on the letter of reference itself and not just on the envelope in which the letter is contained. Referees should also be asked to note that even where a reference is marked “strictly confidential” it could still be disclosed to the subject of the reference if that subject so requested and the College’s Data Protection Officer deemed it appropriate.

Applicants are strongly encouraged to return the Recruitment Monitoring form (available for download from the College website - www.merton.ox.ac.uk/vacancies).
It is anticipated that interviews will be held at Merton on 29 and 30 April 2020. Candidates are advised to hold these dates in their diaries. Shortlisted candidates will be invited to submit written work samples in advance. Reasonable interview expenses will be reimbursed and overnight accommodation will be available for candidates who require it.

Applicants who would need a work visa if appointed to the post are asked to note that under the UK’s points-based migration system they will need to demonstrate that they have sufficient points, and in particular that:

(i) they have sufficient English language skills (evidenced by having passed a test in basic English, or coming from a majority English-speaking country, or having taken a degree taught in English), and

(ii) that they have sufficient funds to maintain themselves and any dependents until they receive their first salary payment.

Further information is available at: https://www.gov.uk/tier-2-general.

The policy and practice of Merton College require that all staff are afforded equal opportunities within employment. Entry into employment with the College and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. Subject to statutory provisions, and except as provided below, no applicant or member of staff will be treated less favourably than another because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

This role attracts a Genuine Occupational Requirement (GOR) for the appointed person to be a priest of the Church of England (or of a church in full communion with the Church of England).

Applications are particularly welcomed from underrepresented groups.

Any enquiries related to this post should be directed to the Chaplain, Dr Simon Jones (telephone: 01865 276365 or e-mail: simon.jones@merton.ox.ac.uk).