

JOB DESCRIPTION

Job Title: Roman Catholic Chaplain	Job Holder: Vacant
Office: Education Secretariat	Reports to: Senior Educational Advisor
Job Location: DCU Saint Patrick	

JOB PURPOSE: Briefly describe the overall purpose or function of the job

Student Support & Development (SS&D) caters for the personal, professional and academic needs of a diverse student body and is responsible for providing support and developmental opportunities to the under- and postgraduate student population of DCU. Services include Academic Skills support, Counselling, GP services, Financial Support, Support for Students with Disabilities, Support for Students from socio-economically disadvantaged backgrounds, Chaplaincy and Mentoring. In addition to these supports, SS&D liaises closely with the Students' Union and is responsible for policies which encourage an inclusive and progressive environment for all students of the institution.

We are currently seeking to fill the role of Chaplain in the University. This is a 3year contract. The Chaplain will form part of a larger team within the wider Unit, which plays a key role in student support in the University.

The post holder will report to the Director of Student Support & Development and will participate in the strategic planning and other activities of the wider unit.

The Chaplaincy Service must:

1. Be welcoming, approachable and available to all students, irrespective of any faith background,
2. Offer support by way of spiritual, pastoral or practical care,
3. Encourage and support students to be the best they can.

Responsibilities	
General Services for Chaplain	<ul style="list-style-type: none"> • Provide a welcoming, approachable and accessible service to all members of the University community • Offer spiritual and pastoral care and support • Take a pro-active approach and reach out to the University community through gatherings, events and support initiatives • Provide advice and guidance to students and staff on spiritual / religious matters as required • Represent the Chaplaincy on university working groups, as relevant • Take part in such duties as requested by the Dean of Students, as part of the wider student support activity • Provide preparation for the sacraments for St Patrick's BNS, which is located on the DCU St Patrick's Campus
Care	<ul style="list-style-type: none"> • Maintain contact and active involvement with students and staff • Maintain a university-wide presence, taking part in student-centred activities, as relevant • Respond, intervene and be present at times of trauma, crisis, illness and grief affecting students and staff • Refer students to other professional services within SS&D and beyond, as required • Participate in the wider activities of the Unit and in strategic planning activities
Community	<ul style="list-style-type: none"> • Foster a relationship with the larger DCU community, including colleagues in

	SS&D, Clubs and Societies and the Students' Union <ul style="list-style-type: none"> • Serve on, and contribute to, a range of committees, to support the wider life of the University • Attend a variety of social, cultural and competitive events, with a view to building relationships with the community • Represent the college at interdenominational services, gatherings and other functions where appropriate and if required • Organise Remembrance Services and masses in the University to take into account all faiths and none • Coordinate student-centred events, in line with the work of the wider Chaplaincy
Spirituality	<ul style="list-style-type: none"> • Offer opportunities for growth in faith within that tradition. • Promote retreats /spiritual and religious programmes, projects and services, as relevant, to foster a spirit of community in the University

The above contains the main outline of duties. However, it is inevitable that tasks may arise which may not fall within the remit of the above list of main duties. Staff members are therefore required to respond with a flexible approach when ad hoc tasks arise which are not specifically covered in their job description. Should an additional responsibility become a regular part of a staff member's job, the Job Description will be amended to reflect this.

JOBHOLDER ENTRY REQUIREMENTS: *Identify the essential knowledge, skills and behaviours required.*

Knowledge (Education & Related Experience):

- A primary degree in theology or equivalent:
- Formal training for ministry preferably at a post-graduate level
- Relevant pastoral experience
- Advanced counselling/facilitation skills
- An ability to use IT to enhance all aspects of their role
- An ability to deliver adult faith formation initiatives

Key Behaviours:

- A baptised Roman Catholic committed to the ethos of the Archdiocese of Dublin
- Strong organisational skills
- Team player
- Excellent communication skills both written and verbal
- Well-developed self-management
- Excellent interpersonal skills and demonstrates networking and the ability to foster quality relationships with all levels in the University

KEY RELATIONSHIPS

Internal

Episcopal Vicar for Education
Diocesan Education Secretariat staff members

Diocesan Office staff members DCU University staff members. DCU University students	
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Benefits and Compensation:

- Competitive Salary DOE
- Non-contributory Pension
- 20 days' annual leave, holy day leave
- Death-In-Service and generous leave policies e.g. Sick leave, Maternity, Adoptive, Paternity.

If you think this role is for you, please email your CV with a cover letter to Cintia Mota (cintia.mota@dublindiocese.ie) The closing date for applications will be **2nd October 2023**.

No offer of employment will be made to the successful candidate until satisfactory references, Garda Vetting clearance and a pre-employment medical report are received and are satisfactory.