



St Hilda's College

UNIVERSITY OF OXFORD

Job Title	Chaplain and Multi-Faith Coordinator
Line Manager	The Principal
Contract	• Permanent • Part-time: 7 hours each week during term time / 10 weeks per term: 0th week to 9th week. • 70 hours per term / 30 weeks per year / 210 hours per year • Due to the nature of the role, you may not normally take your annual leave during University term time and your paid annual leave entitlement will be included in the salary.
Salary / Grade	• £5,220 per annum (including paid annual leave entitlement) • Equivalent to University Grade 7, National Spine Point 29 (stage 1) pro rata to 0.13 FTE (including annual leave entitlement of 31 hours per annum)
Main purpose of role	• The Chaplain and Multi-Faith Coordinator will lead and coordinate the faith activities and support the spiritual growth of the students who are members of the faith group to which the Chaplain belongs. • They will facilitate and support the activities of students of other faiths in consultation with the relevant University chaplains and other faith leaders. • They will draw up a termly programme of activities that represents the multifaith life of the College.
The College	St Hilda's College's Faith Tradition Historically, the College's roots are Anglican. The College's Founder, Miss Dorothea Beale, was a devout Anglican who chose the name 'St Hilda' to recollect outstanding female spiritual leadership as well as dedication to culture and learning. From the College's foundation in 1893, Christian practice in the Anglican tradition was embedded in the College's daily life. In 2018 the decision was taken to establish a multifaith room which would allow for a diversity of religious practice, including the Christian worship that was so central to the College's founding vision, in acknowledgement both of the traditions of the College and the diversity and internationalism of its current community. The students and staff of St Hilda's come from a wide range of cultural backgrounds, with more than 40% of our students coming from outside the UK and a welcome degree of diversity in our UK student population. The Sanctuary comprises a self-contained group of rooms located at the south end of the Anniversary Building, with windows facing towards the gardens and the riverside. There is an entrance lobby, a small side room and a larger space which forms the main room for meeting, worship, and prayer, with a capacity for up to ca. 30 people (seated) and a maximum of 60 (standing).

Key Responsibilities and Duties	Chaplaincy 1. Leading the worship, coordinating the faith activities and encouraging and supporting the spiritual growth of the students who are members of the faith group to which the Chaplain belongs. 2. Facilitating and supporting the activities of students of other faiths, in consultation where necessary with the relevant University chaplains and other faith leaders. 3. Protecting the interests of all faith groups. 4. Providing personal, individual attention to students seeking pastoral support in their faith life, while respectfully observing the particularities of their beliefs and practices. 5. Attending the welcome dinners for new undergraduate and graduate students at the start of the academic year. 6. Since the St Hilda's College By-Laws include a provision for the celebration at least once per term of Holy Communion according to the rites of the Church of England, the Chaplain will, as appropriate, either conduct the service or make arrangements for a visiting priest to conduct the service. 7. Customarily a Roman Catholic mass is held in College once per term, and the Chaplain will, as appropriate, either conduct the service or make arrangements for a visiting priest to conduct the service. 8. St Hilda's College Founder's Day (celebrated on the Wednesday nearest to 17 November, the feast day of St Hilda) customarily includes a Christian service of thanksgiving and prayers for past benefactors. The Chaplain will, as appropriate, either lead the service or make arrangements for a visiting priest or pastor to lead it. 9. The Chaplain may invite into the College guest faith leaders and other visiting speakers to participate in discussions or other organised events, and may host them in The Sanctuary or in other College meeting rooms, within the limit of the Chaplain's annual allowance for expenses (see below) and subject to the College's procedures for approving guest speakers. Multi-Faith Coordinator 10. In collaboration with student faith groups, drawing up a termly programme of activity in the Sanctuary that represents the multifaith life of the College; 11. Facilitating practical arrangements for the activities of students of all faiths, in consultation where necessary with the relevant University chaplains and other faith leaders and being a reliable point of contact for all relevant parties; 12. Taking bookings and ensuring that reservations of the Sanctuary and accompanying resources (including catering) are made in the College booking system; 13. Maintaining regular communications with the student representatives of the different faith groups who use the Sanctuary; 14. In collaboration with the Head of Communications, to use the College's communication channels to advertise and promote student faith activities to maximise engagement and participation; 15. Leading the termly meetings of the Sanctuary Users Group. This Group comprises the Chaplain and Multi-Faith Coordinator, normally two members of the Governing Body, and representatives of the different student groups regularly using the Sanctuary; 16. Tracking and managing budgets and resources effectively for the Sanctuary and student faith events programme;
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	17. Submitting a termly report on the Sanctuary and its activities to the College's Finance and Operations Committee; 18. Providing at the start of the academic year, in collaboration with the student representatives of the different faith groups, a meeting for new students to inform them of the activities and opportunities of the Sanctuary and to welcome them appropriately to the College's multifaith space.
Key Relationships	• GB Sanctuary Fellows • Student faith group representatives

Person Specification

Essential knowledge, skills and experience

- Ordination as a minister or similar institutional recognition as a faith leader in any religious tradition;
- substantial demonstrable experience of working successfully in a chaplaincy or similar role with students in an educational or higher educational environment;
- the ability to act as a spiritual guide;
- the empathy, broad-mindedness, and open-heartedness to interact with those of other faiths or none, respecting their different beliefs and practices without seeking to proselytize;
- commitment to the principles of mutual tolerance and respect underpinning the direction of a multifaith space;
- demonstrable experience of working in a role requiring strong communication and administrative skills.

Desirable knowledge, skills and experience

- Experience of ministry in a multifaith setting;
- experience of educational and/or cultural programming.

Terms of Employment and College Benefits:

- Salary: £5,220 per annum (including paid annual leave entitlement) equivalent to University Grade 7, National Spine Point 29 (stage 1) pro rata to 0.13 FTE (including annual leave entitlement of 31 hours per annum)
- Contract: Permanent. Part-time: 7 hours each week during term time / 10 weeks per term: week 0th week to 9th week. 70 hours per term / 30 weeks per year / 210 hours per year. Due to the nature of the role, you may not normally take your annual leave during University term time and your paid annual leave entitlement will be included in the salary.
- Membership of generous contributory pension scheme (USS).
- Lunch is provided free of charge when on duty, provided that the College kitchen is open.
- Additional College benefits include: An Employee Assistance Programme; a private medical and dental Scheme (the College participates in a private medical and dental insurance scheme which enables staff to take advantage of group subscription rates); discounted travel on buses and trains through an interest-free season ticket loan; a Cycle to Work scheme and eye tests and discounted lenses or frames.
- Probationary period: 3 months.
- Notice period: 3 months; 1 month during the probationary period.

How to Apply:

Please complete the College Application Form and send it to the HR Manager at recruitment@st-hildas.ox.ac.uk.

The deadline for applications is **midday on Wednesday 4 November 2026**.

Interviews will be held on the morning of **Friday 13 November 2026**.

October 2026