



## THE OXFORD DIOCESAN COUNCIL FOR DEAF AND HARD OF HEARING

<b>JOB TITLE:</b>	Diocesan Chaplain amongst Deaf People
<b>SALARY:</b>	Band L
<b>EMPLOYER:</b>	Oxford Diocesan Board of Finance on behalf of Oxford Diocesan Council for the Deaf and Hard of Hearing
<b>LINE MANAGER:</b>	Chair of the ODCD
<b>ACCOUNTABLE TO:</b>	The Chair and Board of the Oxford Diocesan Council for the Deaf (ODCD) and the ODBF Director of Formation for Ministry
<b>RESPONSIBLE FOR:</b>	N/A
<b>LOCATION:</b>	The role will be home based. The area of ministry covers the whole Diocese of Oxford.

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The Objects of the Oxford Diocesan Council for the Deaf and Hard of Hearing are [a] to promote the spiritual, social and general wellbeing of people who are deaf and hard of hearing in the Diocese of Oxford; and [b] to support the work of the Diocesan Chaplain amongst the Deaf Churches and congregations in the Diocese of Oxford.

The Constitution, Mission Statement, Christian vision, ethos and principles underpin all aspects of the way the Oxford Diocesan Council for the Deaf operates. The successful candidate must be committed to ODCD's principles and values - Read more here: [www.odcd.org.uk](http://www.odcd.org.uk)

The successful candidate will also support the Diocesan strategic priorities in line with our common vision to be a more Christ-like Church, more contemplative, compassionate and courageous for the sake of God's world. Read more about our common vision here: <https://www.oxford.anglican.org/mission-ministry/our-common-vision/>

### JOB PURPOSE

The Chaplain to the Deaf and Hard of Hearing in the Diocese of Oxford fulfils a specialised Ministry, to interact with and to provide pastoral and spiritual care for all deaf people, deafened, hearing impaired and hard of hearing<sup>1</sup> in the Diocese, in which we include the deaf blind.

The Chaplain supports members of the deaf community [as defined above] to play a full part in the life of the Church, in particular the church in the parish in which they reside and with the Deaf Churches. The Chaplain is an advocate for the deaf community, working with Bishops, clergy, Diocesan staff, church leaders, congregations and others to find new ways of being church and improving church facilities for the deaf, developing outreach and reflecting the needs and views of deaf people across the Diocese. Competence in communication with the deaf community is vital.

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<sup>1</sup> 'deaf people' includes those who are deaf, deafened and hard of hearing whatever method of communication is used. For some this is defined as comprising of those people for whom sign language (BSL) is a first or preferred language. We have volunteers who may be able to assist in this.

## PRINCIPAL ACCOUNTABILITIES

1.	To act as the Chaplain to the Deaf and Hard of hearing within the Diocese of Oxford	80%
2.	To be an advocate for the Deaf and Hard of hearing within the Diocese of Oxford in the advising of Bishops and Senior clergy, Diocesan staff and others in developing policy, practice and outreach.	15%
3.	To undertake wider agreed tasks that support the work of the ODCD and their own professional development.	5%

## DUTIES AND RESPONSIBILITIES

### 1. To act as the Chaplain to the Deaf and Hard of Hearing within the Diocese of Oxford.

- Be part of the worshipping community of the deaf, interacting and communicating with them directly and ensuring that provision is made for regular opportunities for worship (including Holy Communion), occasional offices, learning and study in sign language and/or other means appropriate to the deaf culture.
- Establishing contacts with parishes and deaf people to support contact with and the availability of facilities for the deaf community in parishes.
- Ensure that provision is made by ODCD staff and volunteers for personal pastoral care for the deaf through visiting people in their homes, hospital, or other places.
- Establish working relationships with BSL/English interpreters, and to work with them effectively.
- Contact schools, colleges, societies and community groups run for deaf people with a view to making contact with deaf children and adults.
- Seek out deaf and hard of Hearing people of all ages, but especially the young and working-age who attend mainstream services so that support may be offered and views understood.
- Line Manage any other members of the chaplaincy team, furthering all the chaplains' personal and ministerial development through participation in the Deaf Ministry Professional Development Conference, or its current equivalent, and other appropriate conferences, courses and workshops.
- Attend ODCD team meetings every 4-6 weeks.
- Liaise closely with the Chair and Administration Officer of ODCD

### 2. To be an advocate for the deaf and hard of hearing within the Diocese of Oxford in the advising of Bishops and Senior clergy, Diocesan staff and others in developing policy, practice and outreach.

- Keep up to date with developments in legislation and related good practice, in particular, have an understanding of the Equality Act (2010) as it applies to hearing impairment, offering appropriate advice on necessary actions to the Diocese, its deaneries and parishes.
- Promote awareness and respond to enquiries from Archdeaconries, Deaneries, parishes and individuals about good practice and the proper availability of supporting facilities, highlighting the needs of and contribution of deaf people in the life of the church.
- To support and contribute to organisations projects, including researching and preparing reports on chaplaincy matters.

**3. To undertake wider agreed tasks that support the work of the ODCD and their own professional development.**

- To promote equality and diversity as part of the culture of the organisation.
- To carry out any other duties and responsibilities as required in line with operational needs.
- To comply and fully cooperate with Diocese of Oxford health and safety policy.
- To maintain an up-to-date knowledge of technical competency areas and take a proactive approach to continuous professional and personal development.
- To participate in performance management process of the ODCD
- Participate in regular Continuing Professional Development opportunities offered by the Diocese and other course providers, to maintain and improve skills and knowledge.

## **DIMENSIONS**

### **People and working relationship:**

The post holder will be employed by the ODBF, on behalf of the ODCD. As such, the successful candidate will work collaboratively with colleagues to promote the inclusion of those with hearing disabilities in all aspects of God's mission across the Diocese. There will be a need, from time to time, to brief members of the Bishop's Staff team, and other decision-making bodies of the Diocese. On a day-to-day basis the post holder will collaborate with Department of Mission and Ministry colleagues including the Director of Formation for Ministry and others working on vocations, training, parish development, youth and children.

The post holder will be the lead member of the ODCD Chaplaincy Team. The Diocesan Council is a charity, founded in 1898, and is an 'assisted organisation' of the Diocese of Oxford. The Chair of ODCD will work alongside you as your line manager on behalf of the Council, though this may change, as the council may be re-ordered to reflect the changing environment of the deaf and hard of hearing communities. ODCD also has the services of an honorary chaplain who is profoundly deaf. There are three Licensed Lay Ministers (Readers), two of whom are profoundly deaf, and a part-time (15hrs a week) Pastoral Finance and Administrative Officer currently line managed by the chair of ODCD. All ministers are proficient in sign language.

### **Resources:**

ODCD uses appropriate service professionals, [such as a BSL interpreter, a speech-to-text reporter, electronic or manual note-takers and lip speakers] for Council meetings, where deaf community members are directly represented and BSL interpretation for other important meetings and, at the four joint services of the year they also employ a lip speaker as well as an interpreter. They also have approximately 12 volunteer pastoral visitors who work with the chaplains.

## **PLANNING & ORGANISATION**

- Develop strategies and resources to enable, promote and support work with deaf people as an integral part of all ongoing work in support of mission and growth with parishes, benefices, deaneries and archdeaconries.

- Establish clear expectations for the work to be undertaken and the most effective means for monitoring and reviewing the activities.
- Facilitate the acquisition of the knowledge, skills and resources required to promote, encourage, plan and advocate.
- Working with existing and establishing new Deaf Churches as and where appropriate.

## **DECISIONS**

The post holder will proactively seek to generate effective initiatives in our work with deaf people across the Diocese.

## **CONTACT WITH OTHERS**

### **Internal**

- The Chaplaincy Team
- Chair of Oxford Diocesan Council for the Deaf (ODCD)
- Council for the Deaf Administration Officer
- Director of Formation for Ministry
- Other members of the Department of Mission and Ministry
- Other members of ODCD
- Bishops' Staff and other decision-making bodies of the Diocese
- Other staff at Church House Oxford

### **External**

- Parishes, deaneries and archdeaconries across the Diocese
- Volunteer pastoral visitors,
- Interpreters, signers, lip speakers, speech to text operators, finger touch and other interpreters,
- Other agencies working with deaf people; and
- Deaf people across the Diocese

## **PROFESSIONAL STANDARDS - KNOWLEDGE, EXPERIENCE, SKILLS AND COMPETENCIES**

This role attracts a Genuine Occupational Requirement (GOR) for the appointed person to be a baptised Christian, lay or ordained, who is a communicant member of the Church of England or of a church that subscribes to the doctrine of the Holy Trinity under Part 1 Schedule 9 of the Equality Act 2010.

### **Experience, knowledge and understanding.**

- A proven track record in working within the Church of England.
- Experience of working as a leader of a team and liaising with other agencies and diocesan officers.
- Understand and have experience with the spiritual needs of deaf people and the implications for their pastoral care.
- Experience of developing training and development proposals, preparing training materials and delivering training.

### **Skills and abilities**

- Have good BSL communication and finger spelling skills, an ability to work with individual variations and be prepared to train to improve personal skills.
- Have clear lip-reading patterns.
- Have an understanding of communicating with deaf-blind people.
- Have an understanding of deaf culture and deaf issues generally.
- Be passionate about the place of deaf people in God's mission.
- Ability to explore deaf awareness issues with local church leaders.
- An excellent networker.
- Ability to prioritise work and manage time, including meeting deadlines.
- Proven administrative and ICT skills whilst being comfortable with the range of communication tools available to Deaf and Deaf-blind people.
- Self-motivating and enthusiastic about working collaboratively.
- Experience of managing volunteers.
- Ability to travel across the Diocese of Oxford, which covers a large geographical area, including many rural areas.

### **Personal Qualities:**

- Good communication and interpersonal skills.
- Ability to encourage and empower Deaf people, volunteers and others.
- Ability to work alone and as a team member, with empathy with deaf people.
- Willing to share mutual support with the Chaplaincy team in the Diocese of Oxford.

## GENERAL INFORMATION

Special Requirements	This role attracts a Genuine Occupational Requirement (GOR) for the appointed person to be a baptised Christian, lay or ordained, who is a communicant member of the Church of England or of a church that subscribes to the doctrine of the Holy Trinity, under Part 1 Schedule 9 of the Equality Act 2010.
Remuneration	£35,263 - £37,976 per annum  There are four points within the band. Moving to a new point is dependent on the successful achievement of the objectives agreed between you and your Line Manager. Any approved move in incremental points takes effect in September each year.
Hours of work	FTE 37 hours to be worked over 5 days, including Sunday. Your working pattern should be agreed with your line manager, however it is recognised that this role requires the need to work flexibly. Some evening and weekend work will be required for which time off in lieu will be granted subject to approval from your line manager.
Place of work	The role will be home based. The area of ministry covers the whole Diocese of Oxford.
Holidays	Your annual leave entitlement is broken down as follows:  <ul style="list-style-type: none"> <li>- During the first year of your employment with us you are entitled to 25 days' annual leave per annum.</li> <li>- During the second year, up to and including the 5th year of employment, you will be entitled to 1 days extra annual leave per consecutive year.</li> <li>- In the six year and thereafter, you will be entitled to 30 days' annual leave per annum.</li> </ul> <p>The above annual leave entitlement is calculated on pro rata basis for part time employees. In addition, you are entitled to the usual United Kingdom public holidays. Furthermore, the Board gives three discretionary holiday days to its employees, namely: Ascension Day, Maundy Thursday and Christmas Eve</p>
Pension Provision	It is a statutory requirement for ODBF to automatically enrol employees into an appropriate Pension scheme of our choice. In our case this is the Church of England Pensions Board Pension Builder 2014 scheme. Information can be sought from the Church of England website: <a href="https://www.churchofengland.org/sites/default/files/2017-11/2017-pb-2014-booklet-v-11.pdf">https://www.churchofengland.org/sites/default/files/2017-11/2017-pb-2014-booklet-v-11.pdf</a> .
Probation period	Six months, during which time progress is regularly reviewed and the period may be extended.
Notice period	During probation, 1 month and thereafter, 3 months from either side, or the statutory minimum (whichever is greater).
Circumstances	<ul style="list-style-type: none"> <li>• Travel within the Diocese of Oxford including some rural areas</li> <li>• Travel to national and regional training and networking events</li> <li>• May be required to work some evenings and weekends, occasional overnight stays in relation to training</li> </ul>

**NOTE:**

The current main duties and responsibilities of this post are outlined in this job description. The list is not meant to be exhaustive. The need for flexibility, shared accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's banding and whenever reasonably instructed.

It is the practice of the Diocese of Oxford to review job descriptions annually to ensure that they relate to the role as then being performed or to incorporate whatever reasonable changes that have occurred over time or are being proposed. This review will be carried out by the line manager in consultation with the post-holder before any changes are implemented. The post-holder is expected to participate fully in such discussions and implementation.

**Date of Next Review: End of probationary period**