

JOB DESCRIPTION

Title TEAM LEADER RETAIL CHAPLAINCY

Job Summary

The role is to develop and lead the Retail Chaplaincy team. Retail Chaplaincy is one of the areas of the work of the Multifaith Chaplaincy working on the Canary Wharf Estate. As we continue to grow and build on the work of the Chaplaincy, we are now seeking to develop a dedicated team of Chaplains to the retail workers. Currently there are over 300 retail outlets and this is expected to grow to around 450 in the next 6 years or so.

Reports to Lead Chaplain for the Canary Wharf Multifaith Chaplaincy team

Main Responsibilities

1. Delivery of Chaplaincy in a multi-faith context providing pastoral care and support to the working community within the retail malls and other retail outlets on the Canary Wharf Estate.
2. Recruit, train, and manage a team of volunteers to support the work of Retail Chaplaincy.
3. To visit the staff within the shops, cafes and restaurants on the Canary Wharf Estate, Monday to Friday (between 9:30 and 8pm).
4. To facilitate regular team meetings and on-going training for the volunteer Retail Chaplains.
5. To be a faith presence in the workplace.
6. To meet regularly with the Lead Chaplain of the Canary Wharf Multifaith Chaplaincy team.
7. To represent the Retail Chaplaincy team, at the monthly Canary Wharf Multifaith Chaplaincy team meetings.
8. To adhere to the code of conduct and working practices as set out in the Chaplaincy Retail Handbook.
9. To create and manage a database of all retail tenants, contacts, log visits and initiate follow ups as needed.
10. Any other duties that the Lead Chaplain may reasonably request.

Person Specification

1. Qualifications to degree level or relevant professional or other appropriate experience.
2. Must be a person of Faith and regularly attend their local place of worship.
3. May be lay or ordained/accredited and come from a recognised faith and tradition of their communities.
4. At least three year's Chaplaincy experience.
5. Proven management and team building skills.
6. Experience of recruiting and managing volunteers.
7. Experience of working within a multifaith team.
8. Good interpersonal skills.
9. Must be a team player.
10. Must be sympathetic to the retail profession.
11. Able to relate both to senior managers as well as employees.
12. Organisational and prioritisation skills to manage workload.
13. Ability to delegate.
14. Able to act with integrity and with due respect for differences and diversity, including religion, spirituality, ethnicity, gender, sexual orientation, age and disability.
15. Able to accept the rights of different faith groups to hold their own values, traditions, beliefs and practices.
16. Have the ability to articulate their own faith and faith journeys with honesty and integrity.
17. Comfortable with basic IT skills; for example able to use email, MS Word and MS Excel and social media.

Terms and conditions

- Term of appointment: initially for two years from date of employment, with the possibility of renewal.
- A successful candidate will work 3 days per week, Monday to Friday, between the hours of 09:30 and 20:00, the equivalent of 24 hours per week.
- Employing Body: Canary Wharf Multifaith Chaplaincy Company.
- The salary £39,200 pro rata.
- 18 days annual leave (pro rata 30 days).
- Appointment will be subject to a satisfactory Enhanced Disclosure and Debarring Service (DBS) disclosure.
- Appointment will be subject to satisfactory written references.
- Appointment will be subject to a six month probation period.
- Reasonable expenses as agreed with the Lead Chaplain will be paid.