

## **Job Description: Chaplaincy Assistant**

King's College London Chaplaincy seeks to appoint three full-time Chaplaincy Assistants for the academic year 2026-2027, starting Tuesday 1<sup>st</sup> September 2026 and finishing on Friday 27<sup>th</sup> August 2027 (exact end date negotiable).

### **About the Chaplaincy**

The religious life of the College is the responsibility of the Dean's Office, which includes the Chaplaincy. The Rev'd Dr Ellen Clark-King has been Dean since December 2020, and the Rev'd Tim Ditchfield has been College Chaplain since April 1995. The Chaplaincy team has expanded in recent years, and as well as the Anglican campus-based Chaplains also includes other Christian, Muslim, Jewish, Buddhist, Hindu and Sikh Chaplains.

KCL Chaplaincy has four core commitments: welcome, care, spirituality and community. All of the activities and services we offer as a Chaplaincy team emerge from these four commitments. They make up our mission statement, and are our aims in all that we do and are. The Chaplaincy provides a full and varied programme of activities, both in person and online, offering hospitality and creating space for worship and community. KCL has 5 campuses: Denmark Hill, Guy's, Strand, St. Thomas' & Waterloo. Each campus has a chaplaincy social space. We also have many quiet rooms and Muslim prayer rooms, and both Guy's and Strand have chapels. At the Strand, the Chapel hosts weekly services led by the excellent Chapel Choir under the direction of the Music Director, Dr Joe Fort.

### **About the Chaplaincy Assistant Role**

Under the terms of the funding trust, these posts are open to those exploring a vocation to the ordained ministry of the Church of England. The successful candidates, of any gender, will preferably have some experience of Chaplaincy involvement. The Assistants will need the ability to work flexibly, coping with the distinct pressures of a busy college life.

The Chaplaincy Assistants will work 36 hours per week within usual office hours. There may be occasional evening and weekend commitments (with time off in lieu). The Assistants may be able to spend some time working from home and the details of this are negotiable. They will work together, with the different chaplains, as well as alone. The Chaplaincy Assistants will need to be committed to teamwork within an ecumenical and multi-faith context.

The Rev'd Dr Jenny Morgans (the Denmark Hill Chaplain) will act as line-manager for their work and general welfare, and they are supervised by the campus-based Chaplains on a day-to-day basis. The Dean's Office is responsible for encouraging and directing vocations and the Rev'd Sarah Farrow (the Vice-Dean, and Waterloo & St Thomas' Chaplain) will be involved in the Chaplaincy Assistants' exploration of vocation.

**Baptist Chaplain**

The Rev'd Dr Simon Woodman

**Buddhist Chaplain**

Hogets Baerndal

**Hindu Chaplain**

Dr Sachi Patel

**Jewish Chaplain**

Dr Harrie Cedar

**Muslim Chaplains**

Abdul Choudhury

Romana Kazmi

**Orthodox Chaplain**

The Rev'd Alexander Fostiropoulos

**Orthodox Chaplain**

James Johnson

**Roman Catholic Chaplain**

Fr Marie Bruno

**Roman Catholic Lay Chaplain**

Laurence Jasper

**Sikh Chaplain**

Navleen Kaur MBE

**Guy's Chaplain**

The Rev'd Jim Craig

**Denmark Hill Chaplain**

The Rev'd Dr Jenny Morgans

**Waterloo & St Thomas' Chaplain**

The Rev'd Sarah Farrow

There is plenty of scope for liturgical involvement (including preaching), and some training is available. The Chaplaincy Assistants will also be expected to undertake specific projects and follow up their own particular interests.

## **Job Description**

Chaplaincy Assistants will be involved with three main areas of ministry:

1. Providing a ministry of hospitality and welcome, in person and online, for students and others:
  - by organising and running events and activities
  - through welcoming students and other visitors to the Chaplaincy
  - by building up the community of the Chaplaincy across the College
  - by befriending students and making them feel welcome, including some one-to-one pastoral work
  - by helping students to engage with chaplaincy worship where appropriate.
  
2. Assisting in the running of the Chaplaincy offices in undertaking the office administration, and keeping lines of communication open. In particular:
  - helping to co-ordinate and run events during Welcome Fortnight
  - practical details for student trips, retreats and social activities
  - being a part of the Chaplaincy's environmental sustainability team
  - mailings, advertising, producing and placing posters
  - basic financial admin
  - photocopying
  - provision of stationery, office supplies, coffee, tea etc
  - maintaining the shared Chaplaincy email account
  - following university policies and procedures on campus
  
3. Participating actively in the corporate life of the Christian community, including:
  - regular attendance at worship services
  - helping plan, set up and lead worship services
  - supporting your own personal and spiritual discipleship, such as prayer, study and retreat

A stipend of at least £24,350.50 is payable, with expenses of travel, office, Chaplaincy trips, and retreats met in full.

## **To apply**

Please complete an application form, returning it with two references to the Rev'd Dr Jenny Morgans: [jenny.morgans@kcl.ac.uk](mailto:jenny.morgans@kcl.ac.uk).

## **Dates**

Closing date for applications: Sunday 22<sup>nd</sup> March at midnight

Interviews: Monday 30<sup>th</sup> March, in person at the Waterloo campus

Start date: Tuesday 1<sup>st</sup> September

*Do not hesitate to get in touch with Jenny if you have any questions or if you would like an informal conversation about the post.*

*Previous applicants are welcome to apply.*