

Chaplaincy Assistant Job Description

The King's College London Chaplaincy seeks to appoint three full-time Chaplaincy Assistants for the academic year 2025-2026, starting 1st September 2025 and finishing on 24th July 2026 (exact end date negotiable).

About the Chaplaincy

The religious life of the College is the responsibility of the Dean and College Chaplain. The Revd Dr Ellen Clark-King has been Dean since December 2020, and The Revd 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.

King's College London has 5 campuses: Denmark Hill, Guy's, Strand, St. Thomas' & Waterloo. Each campus has a Chaplaincy social space. Across King's, we also have many quiet rooms and prayer rooms, and both Guy's and Strand have Chapels.

King's Chaplaincy has four core commitments: welcome, care, spirituality and community. All 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 online and in person, offering hospitality and creating space for worship and community. At the Strand, the Chapel hosts weekly services led by the excellent Chapel Choir under the direction of the Music Director, Dr Joe Fort. There is a programme of services at the Guy's Chapel, with a Choir who sing for special services.

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 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 Dean and/or Vice-Dean will be involved in the Chaplaincy Assistants' exploration of vocation.

Denmark Hill Chaplain

The Rev'd Dr Jenny Morgans

St Thomas' & Waterloo Chaplain

The Rev'd Sarah Farrow

Guy's Chaplain

The Rev'd Jim Craig

Guy's Roman Catholic Lay Chaplain

Mr Laurence Jasper

Orthodox Chaplains

The Rev'd Alexander Fostiropoulos

Mr James Johnson

Roman Catholic Chaplain

Fr Marie-Bruno de La Houssaye

Baptist Chaplain

The Rev'd Dr Simon Woodman

Muslim Chaplains

Imam Abdul Choudhury

Ms Romana Kazmi

Jewish Chaplain

Dr Harrie Cedar

Buddhist Chaplain

Ms Hogets Baerndal

Hindu Chaplain

Dr Sachi Patel

Sikh Chaplain

Ms Amandeep Kaur

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, online and in person, 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 £22,200 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 Chaplain at Denmark Hill: jenny.morgans@kcl.ac.uk.

Dates

Closing date for applications: Sunday 23rd March at midnight

Interviews: Tuesday 1st April, morning, in person

Start date: Monday 1st 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.