

**St Joseph's College: Person Specification**  
**Post: Lay Chaplain**



	ESSENTIAL	DESIRABLE	EVIDENCE
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>GCSE Grade C/ 4 or above in English and Maths</li> </ul>	<ul style="list-style-type: none"> <li>A Degree</li> </ul>	Certificates Reference
<b>Experience</b>	<ul style="list-style-type: none"> <li>Working and collaborating successfully with others as a member of a team</li> <li>Working successfully within a youth work or school environment</li> </ul>	<ul style="list-style-type: none"> <li>Leading teams of adults and young people.</li> <li>Leading within a youth work or school environment</li> <li>Working within a faith environment</li> </ul>	Reference Interview Letter
<b>Attendance and Reliability</b>	<ul style="list-style-type: none"> <li>Good attendance</li> <li>Good timekeeping</li> <li>A track record of managing and meeting deadlines</li> </ul>		Reference
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>A baptised, practising Catholic.</li> <li>A desire to pursue a career which enables one to live out vocation</li> <li>The ability to articulate spirituality and faith in way to which others can relate</li> <li>A desire to work as part of a team for the well-being of others</li> <li>An evident joy at working with and for other people</li> <li>A creative, courageous, "can do" mind-set when it comes to solving problems</li> <li>A commitment to "going the extra mile" in order to achieve the best outcomes</li> <li>The ability to manage work life balance and an awareness of those things which make it harder and those things which make it easier for you to do so.</li> <li>The ability to remain calm under pressure and embrace uncertainty</li> <li>Compassion, sensitivity and patience in recognising and responding to the needs and feelings of other people, regardless of age, faith, gender, race or disability</li> <li>A passion for social justice and a willingness to keep informed about the plight of the ignored and vulnerable in the world</li> <li>A desire to charitably and lovingly reach out to the unreached</li> </ul>		Reference Interview Letter

**ESSENTIAL****DESIRABLE****EVIDENCE****Professional Skills/Qualities**

- The ability to gain and sustain the trust of others in a way which empowers them to share and collaborate with you
- A sense of humour and the ability to laugh at oneself
- The humility to honestly evaluate one's own work and to seek feedback from all stakeholders in your work
- A commitment to the safeguarding and welfare of those you work with and for.
- A commitment to making sure that your work is carried out in line with health and safety requirements and adequate risk assessment when necessary
- Good oral and written communication skills
- A track record of modelling the expectations and values of an organisation
- The ability to use ICT in a variety of ways to enhance communication and personal organisation
- A commitment to professional development and a willingness to learn from others and share good practice
- An understanding of when to seek support from Line Managers and when to refer matters / issues upward
- The flexibility and wisdom to know when plans and hopes have to change or be abandoned in order to comply and fit in with the plans and hopes of others