



POSITION DESCRIPTION

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| Position: | Pathways School Chaplain (full time) |
| Department: | Pathways School |
| Reporting to: | Associate Dean, Student Services |
| Directly Supervising: | None |
| Salary Range: | Band Level 4 (appropriate package reflecting experience) including 10% superannuation and 17.5% leave loading. |
| Contact: | Alison Hemsley, Associate Dean, Student Services |
| Date: | July 2017 |

POSITION SUMMARY

The purpose of this position is to work within the Student Services team in the Pathways School, providing support for students on such matters as spiritual guidance, student leadership opportunities e.g. student led events and activities, celebration of multi-culturalism, multi-faith's and the diversity of worship. This position will also collaborate with the College Chaplain and other members of the Chaplaincy team and staff of Trinity College to provide Christian ministry.

SELECTION CRITERIA

Essential:

1. An Anglican Priest, Deacon or licensed Lay Chaplain with academic qualifications in theology or pastoral studies relevant to the role.
2. Proven work experience in a similar role with specific work experience in pastoral care and/or counselling as well as working with young people or youth work in ministry.
3. High interpersonal communication skills (written and oral) at all levels within a culturally diverse education community or similar environment and ability to be compassionate and empathic.
4. Knowledge of other cultures, faith traditions, and sensitivity to cultural and faith differences. Experience in international settings highly regarded.
5. Strong organisational and time management skills with ability to prioritise competing demands and tasks in order to meet deadlines.
6. The ability to positively contribute and work within a broader team environment in addition to working independently.
7. Well-developed keyboard skills and computer literacy in Microsoft Applications (preferably in a MAC environment) with the ability to learn new systems.
8. An interest in and desire to contribute to the educational vision, values and planning and strategies of the College.

9. An understanding of and commitment to compliance of Occupational Health and Safety requirements.

Further Information:

- Applicants must be Australian Citizens, Permanent Residents or hold a valid work permit or visa. If called for interview evidence of status will be required.
- Applicants will be required to bring originals or certified copies of academic and other qualifications if called for interview.
- The successful applicant must secure, or be in the process of securing, a Working with Children Check.

KEY RESPONSIBILITIES

Responsibilities related to the Pathways School

1. Providing pastoral care and guidance for students and staff.
2. Using creative means to nurture and engage students in their spiritual exploration. For example, meditation, retreats, quiet days, bible study groups etc.,
3. Referring, in a timely manner, to either counselling or Student Welfare, students needing targeted interventions. Contribution in regular Student Welfare meetings is highly valued.
4. Liaising with Student Services to identify and support the members of smaller cultural groups (for example: students from Iran, Japan, Cambodia).
5. Participating in the Mentoring Program for Foundation Studies students.
6. Participating fully in the life of the community by attending or taking a leadership or supporting role in student events, welcoming guests and ensuring the smooth operation of social functions.
7. Creating community and leadership opportunities amongst students by encouraging involvement in group activities, social groups and student led events.
8. Connecting students and staff with multi-faith prayer spaces around the college, University of Melbourne and external communities - for instance, Muslims to local mosques, Buddhists and Hindus to temples.
9. Identifying and promoting options for students across the School to be involved in volunteer, outreach and buddy programs- eg English conversation corner.
10. Working with Pathways School leadership and HR to strengthen staff wellbeing and connectedness across the whole college.

College-wide Responsibilities

Sharing in the College-wide responsibilities of Chaplaincy.

11. Contributing to, and participation in, the College-wide life of the Chapel.
12. Providing opportunities for Christian worship (either in the College Chapel or Pathways School sites) along with Christian reflection and discussion.
13. Contributing to the development and implementation of Chaplaincy policies through consultation with the College Chaplain.
14. Developing good working relationships with staff for purposes of building a strong internal network and being in touch with the pastoral and spiritual needs of the community.
15. Organising special services of memorial and worship, as appropriate.
16. Broadening understanding within and between faith communities present within the College community.

OCCUPATIONAL HEALTH AND SAFETY (OHS)

All staff are responsible for safe work procedures and instructions.

Employees must:

- Cooperate with the College in relation to activities and training taken by the College to comply with OHS legislation as well as, Trinity College OHS Policy and Procedures.
- Comply with the OHS guidelines in the Staff Terms and Conditions.
- Adopt work practices that support OHS.
- Take reasonable care for their own health and safety and the health and safety of other people who may be affected by their conduct in the workplace.
- Seek guidance for all new or modified work procedures for work safe practices.
- Ensure that any hazardous conditions, near misses and injuries are reported immediately to the supervisor.
- Participate in meetings, training and other environment, health and safety activities.
- Not wilfully place at risk the health or safety of any person in the work place.
- Not wilfully or recklessly interfere with or misuse anything provided in the interest of environment health and safety or welfare.

TRINITY COLLEGE

Founded in 1872 as the first college of the University of Melbourne, Trinity College is a unique tertiary institution that provides a diverse range of rigorous academic programs for more than 2500 talented students from across Australia and around the world. These programs include:

- The residential College for undergraduate and postgraduate students of the University of Melbourne, both resident and non-resident.
- Trinity College Foundation Studies (TCFS), a one-year course which prepares able overseas students for undergraduate entry to the University of Melbourne and other leading Australian universities.
- Trinity College Theological School (TCTS), which offers degree and other courses for training and forming Anglican clergy and others, on campus, online, and in parishes.
- Young Leaders Programs for Australian and overseas secondary school students
- Various short courses.

Trinity promotes academic excellence across a balanced, all-round education that includes both 'breadth' and 'depth' of content, together with the development of ethical values, personal integrity, leadership and social responsibility. A Trinity education is further characterised by a high level of international engagement and a strong commitment to equity and diversity.

These educational programs are supported by the College Library, Art Collection and Archives, Information Technology, the College Chapel and Chaplaincy, Music – including a world-class Choir – Communications, Human Resources, and Finance and Administration – including finance, accounts, property and operations, and conferences and hospitality. The Advancement Office and Trinity College Foundation undertake friend-raising and fund-raising activities that benefit the College as a whole.

An Anglican institution, Trinity welcomes people of all faiths and none. The College celebrates, and is enriched by, the diversity of backgrounds of its staff and students.