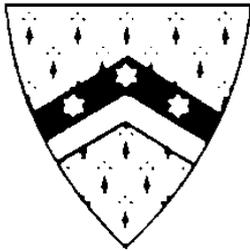


Joint Profile re

Appointment for the post of:-



Chaplain of Wyggestons  
& Trinity Almshouses  
Charity

and

Associate Priest

Holy Apostles Leicester



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# Introduction

The position of Chaplain at Wyggestons & Trinity is a significant and historic responsibility within the life of the City of Leicester and the area of West Leicester in particular. Today the role is the pastoral and spiritual care of about 130 residents and an oversight role within the Charity's management.

In partnership with the Diocese of Leicester the role is being linked to the nearby Holy Apostles parish to offer wide scope for involvement in a local parish church community at a time of significant missional opportunity.

The twin profiles including the person specifications which follow, together with the job descriptions, should provide full details of this exciting appointment.

If, however, further information is required, or you wish to make an informal visit you are invited to contact;

For Wyggeston's  
Chris Jones  
(in Charge)

[ceo@wyggestons.org.uk](mailto:ceo@wyggestons.org.uk)

0116 255 9174 (option 3)

[www.wyggestons.org.uk](http://www.wyggestons.org.uk)

For Holy Apostles  
Rev'd Jenny Ridge (Priest in

[revjenny@holypostles.co.uk](mailto:revjenny@holypostles.co.uk)

0116 298 3218

[www.holypostles.co.uk](http://www.holypostles.co.uk)

## A welcome from the Diocese of Leicester



Thank you for your interest in this role. Please be assured that there are many people praying for this process of discernment, and we trust that you will know God's guidance as you explore whether it is right to apply.

As part of your consideration, it is important to understand that the Diocese of Leicester, like every diocese in the Church of England, is in transition. After a long process of discernment (a process which we called Shaped by God Together and which involved much prayer and literally hundreds of small group conversations in every part of the diocese), the Diocesan Synod agreed a new framework for the diocese known as Minster Communities. ([see more on our website](#)).

Anyone coming to work in the diocese therefore needs to be committed to engaging with this new framework and embedding it within the church communities they serve (understanding that it will be applied in different ways in different contexts) and be flexible and prayerful in discerning how their particular role fits and will evolve within this wider framework. This will be explored with you at interview, and, if you are appointed, will be major part of the induction process.

In addition to this, we are on an exciting journey of learning about church planting and fresh expressions of church, and about intercultural mission and ministry – two areas where we have received substantial funding from the national church. We are also committed to exploring intergenerational work, reducing our impact on the environment, and crossing the divides both in the church and in the world. We therefore want people who are open to learning, who are humble in admitting that they don't have all the answers, and yet who are bold in proclaiming the Gospel in word and action.

These changes require not only considerable flexibility and adaptability from clergy and lay ministers but also great resilience. This is why we also place a strong emphasis on wellbeing – seeing this as a partnership where you take responsibility for your own wellbeing, while knowing that there is always support available from bishops and diocesan staff. Additional support is also offered by our partner organisations such as Launde Abbey (retreat centre), St Philip's (interfaith centre), Community of the Tree of Life (residential and dispersed community for young adults) and of course the Cathedral.

I hope that I may have the opportunity of meeting you in the near future, but the meantime be assured of my prayers.



Yours in Christ,

The Rt Revd Martyn Snow, Bishop of Leicester

## An introduction to the Diocese of Leicester



- ❖ Founded in 1926, Leicester is one of the youngest dioceses in England, with the present Bishop, the Rt Revd Martyn Snow, welcomed in May 2016.
- ❖ Leicester is Britain's most multi-cultural, multi-faith city.
- ❖ The County offers a great place to live and work, playing host to the Curve theatre, the National Space Centre, Premiership Rugby and Leicester City Football Club
- ❖ Three of the country's leading universities are based in the County
- ❖ The County contains many rural villages and medieval churches, especially around market towns, but also has a manufacturing and industrial heritage
- ❖ In September 2020 Bishop Martyn and Bishop Guli called the diocese to pray as we began a process across the diocese seeking to be Shaped By God Together. In October 2021 the Diocesan Synod agreed the new minister communities framework for the diocese. A Minister Community will be a "group of parishes" who work together to collaborate in mission without losing their individual identity, and who work alongside their church schools, fresh expressions of Church, chaplaincies etc. The goal is to have as many Fresh Expressions as inherited Churches by 2030
- ❖ The Diocese was involved in setting up the ecumenical and internationally-acclaimed St Philip's Centre for engagement in a multi-faith society
- ❖ Launde Abbey, the Retreat House shared by the Dioceses of Leicester and Peterborough, is one of the finest in the country. The Community of the Tree of Life is linked to Launde, and comprises an international community of young adults

Learn more about the Diocese of Leicester at the website:

[www.leicester.anglican.org](http://www.leicester.anglican.org)

## ❖ Shaped by God Together

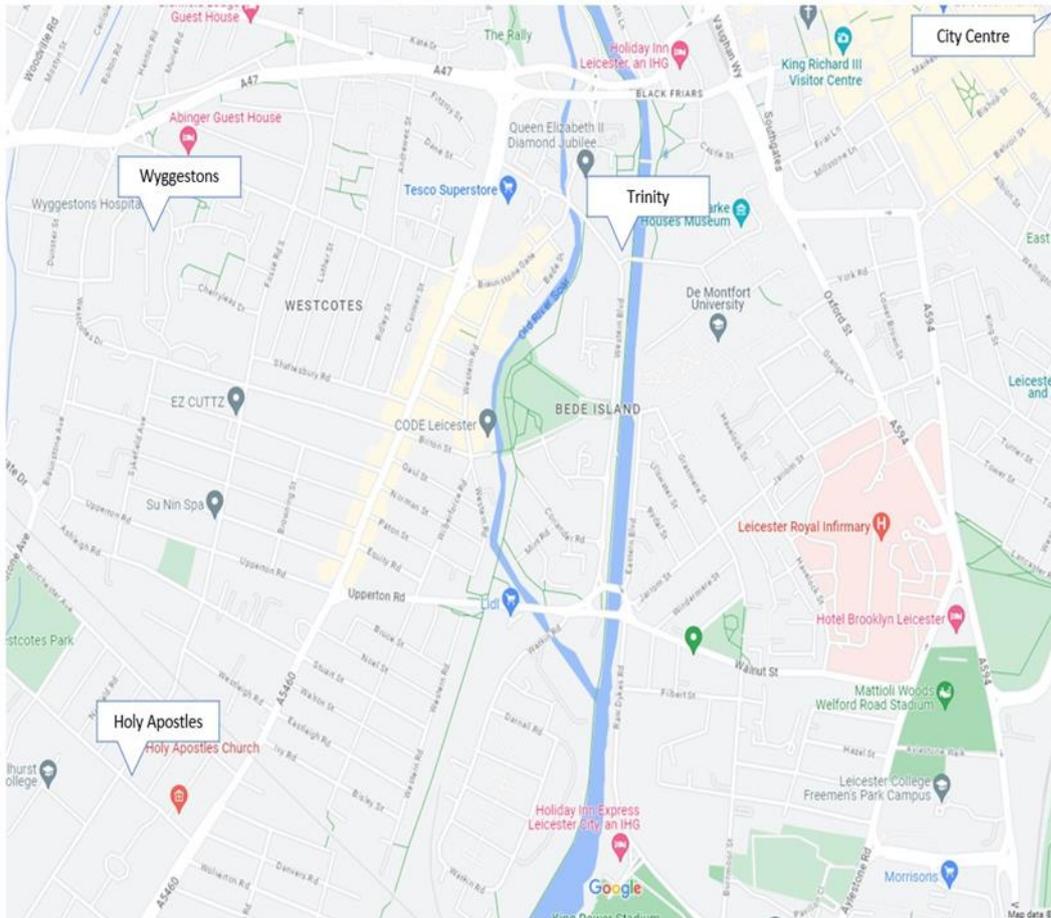


- ❖ Our new Shaped By God Together Minister Communities framework will help our local worshipping communities to grow the Kingdom of God and live out our everyday faith.
- ❖ Shaped By God Together (SBGT) is the process through which the diocese is currently reshaping to ensure our ministry and mission is equipped and supported in the best way possible within our vision of the Kingdom of God, and our diocesan finances are used in order to resource our strategic priorities.
- ❖ As part of this SBGT process, the Diocesan Synod voted strongly in favour of the Minister Communities framework in October 2021. Between 2022 and 2026, every parish, fresh expression of Church, clergyperson and lay minister, chaplain and school, will be expected to participate in conversation between local context and the diocesan leadership, in order to determine how they find their place within the framework as we form 20-25 Minister Communities across the diocese.
- ❖ More detailed information can be found on the Diocesan the [SBGT webpages available here:](#)

- ❖ Claire Bampton, Diocesan Programme Manager
- ❖ Shaped by God Together



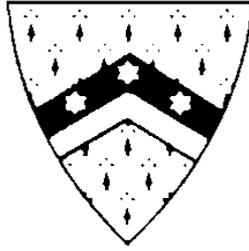
# THE LOCATIONS



**Wyggeston's**  
Hinckley Road  
LE3 0UX

**Trinity Hospital**  
150 Western Boulevard  
LE2 7BU

**Holy Apostles Church**  
Fosse Road South  
LE3 1AD  
Corner of Fosse Road South and Imperial Avenue



WYGGESTON'S & TRINITY ALMSHOUSES CHARITY  
Registered Charity 216873

## PART I

# Profile for the post of Chaplain of Wyggestons & Trinity

## **Background – The Charity.**

### ***Trinity Hospital Almshouses***

The Hospital of the Holy Trinity is the oldest charitable foundation in Leicester. Its original dedication in 1331 was to “God and the Virgin Mary” but this was changed in 1615 to “The Hospital of the Holy Trinity in the Newarke”.

The connection of Trinity Hospital with the House of Lancaster goes back to its foundation by Henry Plantagenet, 3rd Earl of Lancaster and Leicester when he established an Almshouse known as a hospital for those in need beside Leicester Castle.

By the Georgian era the Hospital housed over 100 persons in need and was one of the largest single Almshouses in the country. Despite renovation in the early 1900s the building was no longer fit for purpose and De Montfort University offered to buy the site and proceeds from this sale, together with funds from Leicester City Challenge and the Hospital’s own reserves, enabled the residents to be moved to the new purpose-built building at 50, Western Boulevard. The official opening took place on 12th April 1995 and provides a modern sheltered housing scheme for 23 residents.

The Chapel at Trinity Hospital was dedicated by the Bishop of Leicester, Thomas Butler, in April 1995. It is a small intimate space where there is a weekly Eucharist celebrated. It is, also, open all the time, for anyone who wishes to use it as a place for personal quiet, reflection and prayer.

The former Chapel is now an administration building at the University and is also open to the public.

### ***Wyggestons’ Almshouses***

Founded by the wool merchant and local MP and Mayor William Wyggeston following the grant of Royal Letters Patent from Henry VIII in 1513, William built the first Hospital for the poor of Leicester near the Parish church of St Martin which is now Leicester Cathedral on the location of what is now St Martin’s House

In the 1870’s the Hospital moved to a new building on Fosse Road South as the Tudor buildings were no longer suitable. The Victorian building only lasted for 100 years before it also was no longer meeting the needs of residents and so was demolished in the mid 1960’s.

The present main almshouse building on Hinckley Road is named in honour of the Charity’s founder, William House, where there are 55 independent living apartments. All were fully refurbished with new bathrooms from 2009 and there is a perpetual programme of modernisation as flats are vacated. The internal corridors and community spaces are also undergoing refurbishment during 2023-4.

In 1992 the charity built and opened a Residential Home connected to the Almshouse. This is Agnes House named after William’s second wife. There are 26 single rooms all with en-suite facilities and staffed by the Charity’s care team.

In 2022 the Charity constructed further Almshouses with 8 apartments and 6 cottages at the south end of the complex and new administrative and community building that was named Lancaster House in recognition of the joint history of the Charity with the Duchy. This is an multi-award winning development and is now the corporate head office for the newly merged Charity.



The Almshouses were both originally titled as Hospital ( in the medieval sense as a place of hospitality and safety) but this title has now become redundant and we refer to the entity as a Charity or Almshouses to avoid confusion over our purpose and facilities.

The House for Duty is located at the rear of the Almshouses and adjacent to the care home and is served by its on road entrance.

### **Corporate and legal structure of the Charity**

The Chaplain is an Ex-officio Trustee of Wyggeston & Trinity Almshouses Charity. The role was historically termed the Master of Wyggestons since the founding of the Charity but the Board of Governors have recently decided to change this title to reflect more modern terminology and the merger of the Charity with the Trinity Almshouses.

The Chaplain is appointed following licence by the Lord Bishop of Leicester and will require approval by the Duchy of Lancaster before appointment can be confirmed in line with the constitution of the Charity. The Duchy of Lancaster had historic management oversight of both Charities which is a unique relationship that the Almshouses enjoy to this day.. The Duchy provide a small stipend to the Charity towards the Chaplains fees and the management of the Charity.

Wyggeston's & Trinity Almshouses Charity is a Registered Charity, number 216874, governed by a Scheme of the Charity Commissioners dated February 2012. The Scheme sets out how the charity shall be managed and how its income shall be spent.

Wyggestons and Trinity Almshouses Charity was formed in March 2023 when the two Charities came together – a legacy of some 1200 years supporting and caring for the people of Leicester. The residents are beneficiaries of the Charity and their occupancy is an appointment of the Governors under a licence .

The Charity is legally governed by a Corporate Trustee, a private limited company of which the Governors are all Directors. The Governors are either appointed by an outside body, Nominative Governors; invited to become a Governor, Co-opted Governors; or are Governors by virtue of an office they hold eg. the Chaplain of the Almshouses. The Lord Mayor of Leicester is an ex-officio Governor for their individual term of office. Governors bring specific skills and experience to their roles and are recruited to use their areas of expertise to assist with the effective and successful management of the Charity.

In addition to the Almshouses and Care Home the Charity is a major landowner within the region and also holds a significant investment portfolio that provide funds to support the operation of the Charity, the Chaplain will have the opportunity to be involved in their management through their Board membership.

The Governors meet at Lancaster House formally four times a year and appoint sub-committees to deal with specific areas of operation. Individual Governors also visit the Almshouses throughout the year to meet with residents and staff.

The Charity is managed on a day-to-day basis by the senior management team which comprises The Chaplain, The Chief Executive Officer who is also Clerk to the Governors, The Lead Warden of William House and the Care Manager. As required in the governing Scheme of the Charity the Chaplain is an Anglican priest and is responsible for the pastoral and moral welfare of all the residents and any members of staff who call on their services as a priest. The Chapel of St Ursula at Wyggestons and the Trinity Chapel are owned and maintained by the Charity for use as place on worship according to the Anglican tradition.



Wyggeston Cottages

## Services at Wyggestons and Trinity Chapels.



At Wyggestons, the onsite Chapel of St Ursula has a regular pattern of Services conducted by the Chaplain.

In addition to the normal services the Chaplain may be called on to preside at occasional offices such as the funeral of a resident.

The current pattern of Services with average attendance, including the Chaplain, is:

Sunday	Excluding the 2nd Sunday	
9:30 am	Morning Service	25 to 35 attendees

This is usually a 30 to 35 minute Service with 3 hymns and a 10 to 12 minute Sermon. Seasonal booklets are used (based on Common Worship).

n.b. Many residents would prefer this Service to be at 10.00am and it would make it easier for Agnes Residents to attend.

2nd Sunday	10:00am	Holy Communion	25 to 35 attendees
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This lasts about 45 minutes and includes 3 hymns and a Sermon.

Seasonal booklets are used based on Common Worship.

There can be flexibility about whether it is on the 2nd Sunday and there would be scope for having two Holy Communions each month.

Tuesday	10:00 am	Holy Communion or Morning Service in Agnes House	14 to 16 attendees from both Houses.
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Thursday	9:30am	Midweek Service or Informal Service	
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The 30 minute Midweek Service is again based on Common Worship and a bit more liturgical than Sunday but without a Sermon.

The 30 to 35 minute Informal Service has no particular liturgy and provides space for a more 'expositional' Sermon – usually a Series on a Biblical book or theme.

Saturday            No Services (The current Master's Day off)



**Concert in St Ursula's Chapel**

In addition to the above there is:-

- a) A Service of loving remembrance, usually mid February, for the families of residents who have died during the previous year;
- b) An annual Founder's Celebration usually the last Thursday in June;
- c) Special services during Holy Week and Christmas including a Candle lit Carol Service, shortly before Christmas;
- d) Other occasional services as necessary including funerals and concerts throughout the year;

### **Trinity Hospital Chapel**

The Trinity Hospital Chapel is located within the main building and is a unique circular space that can be extended for larger congregations.



**Trinity Hospital Chapel.**

The Chaplain currently provides a Saturday Eucharist service for the small but active community of residents.

Special services are provided including a Carol Service in early December with the Lord Mayor as the guest of honour.

Previously the Charity also hosted a Trinity Sunday service with guests invited from the local authority and other dignitaries. This is now jointly celebrated in combination with the Wyggestons Founders Day in mid June and held at St Ursula's Chapel to enable a larger congregation to attend.

## **General Routine**

It will, of course, be entirely up to the postholder to make the role theirs but as a guide Wyggeston's would expect the following, see also the Role and Job Description following:-

- The usual priestly preparation for taking services;
- The regular visiting of all residents. Each resident to be visited at least quarterly;
- To be aware of, and respond to, the needs of any staff or Governor who requires or seeks help;
- To visit any resident who is in hospital, regularly if the resident is hospitalised for a protracted spell;
- To contribute to the weekly and monthly newsletters ;
- To attend Governors meetings of the Charity as a Director of the Corporate Trustee;
- To attend the Senior Management team staff meeting. (The purpose of these meetings is to ensure all senior staff are aware of residents' conditions and any matters relating to the smooth running of the units);
- To be involved in the appointment process of Almshouses residents;

- To prepare the Order of Service for the:-
  - i) Annual Founder's Day Celebration;
  - ii) Candle lit Carol Service;
  - iii) Service of Loving Remembrance;
  - iv) Residents funerals;
- To respond promptly to requests from staff to visit residents;
- To prepare a Chaplain's Report for each House Committee Meeting;
- To act as ambassador for the Charity's by promoting the hospital through proactive visits and talks to PCC's, WI's and other groups within the Diocese, including welcoming visitors to meetings and events.



***Founders Day 2023***

## **Staffing Structure**

Although the Chaplain is the Senior member of staff and may live on site the role is primarily the pastoral and spiritual welfare of residents and staff. It is expected that the Chaplain will also make themselves available for any Governor who may seek counsel. The Chaplain is line managed by the Chairman of Governors and will be supported by regular meetings with the Chairman and local senior Clergy.

The business and charity aspects of the organisation are the responsibility of the Chief Executive who is supported by the administration team. Operational management of the Care Home and Almshouses is under the management of the Care Manager who reports to the Chief Executive Officer.

William & Lancaster Houses, the Almshouse flats and Cottages , are managed by a Lead Warden with three assistants and four domestic staff. The Lead Warden is also responsible for the in-house Laundry staff.

Agnes House is managed under the legal responsibility of the Care Manager with a team of Senior Care staff and an Administrator and a total of around 45 staff. The Care Manager is also responsible for the Catering staff and the overall staff management of all Almshouses staff. The representative of the Board in the Care Home service is the CEO.

The Trinity Hospital Almshouses at Western Boulevard, Leicester which comprises 23 flats of sheltered accommodation, is managed by three part time staff under the direct supervision of the CEO and Care Manager. The Maintenance Officer also reports directly to the CEO and oversees maintenance and repairs that are carried out on the whole by contractors.

Currently Trinity Hospital employs a Chaplain, Canon Barry Naylor, who provides a similar role to the Chaplain of Wyggestons to the residents of the Trinity Almshouses.

The current Chaplain is a Governor of the Wyggestons and Trinity Almshouses Charity and works closely with the Wyggestons Chaplain to cover absences and support staff, residents and Governors. This role will be merged in with the new post as a joint Chaplain for both Chapels and Almshouses as the current Chaplain intends to retire in the near future and both roles will be merged. Initially the new postholder will be transitioning into the joint role taking on pastoral responsibilities and overtime working with the current incumbent to take on full responsibility for the Chaplaincy at Trinity.

There is a total of approximately 67 staff, the majority of whom are part-time working across the whole Charity who work on a 24 hours 7 days a week basis.



***Wyggeston Gardens.***

## Life at Wyggeston & Trinity's

Wyggeston & Trinity is a welcoming community that was founded on Christian principles and is open to all without discrimination. The qualification to become a resident in the Almshouse is set out in the Charity Scheme and includes a conscience clause dating back to the 1860s that the Almshouses are provided to house all regardless of faith or none. As mentioned above there are two distinct support and care services (an Almshouses and residential care home) on the site at Hinckley Road and a separate Almshouse at Western Boulevard. The sites however operate as one Charity.



Residents Charity Awards Evening 2023.

Each year the residents of the Almshouses elect one charity to support with preference given to local Charities. Throughout the year there are coffee mornings, outings, fundraising events and Fayres. In addition to the main charity other local charities LOROS, Age UK and Shelter are supported each year. The Charity also provides an annual grant to the Wyggestons' School Foundation, which funds extra curricular activities at Wyggestons And Queen Elizabeth College ( WQE) in Leicester. The Chaplain has a place on the Foundation Board as a representative of the Charity.

Wyggeston & Trinity is a vibrant and caring community where each person is respected for who they are. Each resident is given the freedom to opt in or not as they wish to any of the many activities on offer. Entertainment is provided in the Duchy Lounge, conference room, Lounges and old boardroom as well as trips out to local pubs, seaside resorts or garden centres are arranged on a regular basis. Teas are prepared for special occasions, such as Mother's Day, and St George's Day as well as daily meals at the Wyggestons site including a well attended Sunday Roast Lunch at Lancaster House.

The Charity tries to be as caring as possible but will never intrude into a resident's private affairs especially if there are family to help. We always encourage residents to maintain any links they have with local churches and faith groups or other social organisations for as long as possible. It is independence not dependence we aim for. We are there to help and support not to take over.



***Residents and Care staff – Founders Day 2023.***

We carry out an annual survey of residents and families to monitor how we are performing and in what areas we could improve. All replies to the survey are presented to the Governors and comments discussed.

We aim for all residents to feel safe and secure in the knowledge that the Charity is where they want to be and above all to enjoy their time here.

## **Tenure of Role**

- a) The person will be appointed for a five-year term by the Chancellor of the Duchy of Lancaster;
- b) The person will be Licensed by the Bishop of Leicester;
- c) The term may be extended by mutually agreement. It is unlikely that the appointment will extend to more than ten years in total;
- d) The person will be an employee of the Charity.
- e) Wyggeston's will provide and maintain a house to Diocesan Standard if the Chaplain desires to reside on site. This is on the Wyggeston's site on Hinckley Road;
- f) Remuneration is at Parish Priest level;
- g) Expenses of office will be paid by the respective post.

## PART 2

# Profile for the post of Associate Priest Holy Apostles Leicester



# Holy Apostles Leicester

Holy Apostles is in the City Deanery in the Diocese of Leicester.

Set in the urban west end it serves a parish of approx. 6,500 people. The church was planted, as a tin church, early in the 20<sup>th</sup> century from the neighbouring parish of The Martyrs. The current building was erected in 1923 and opened in 1924 . The demographic of the area has changed considerably in the 100 years that have followed. Currently, it is home to people from across the globe and in the 2011 census was ranked in the 15% of most deprived parishes nationally. One of the local infant schools said that there were over 40 different languages spoken in their school.

The church stands on a corner site, on Fosse Road South with its junction at Imperial Avenue. The church is on a main pedestrian route along Imperial Avenue, and it is a few minutes' walk away from the main shopping area on Narborough Road.

There is no burial ground. The Church is not a listed building and is not in a conservation area but is noted locally as a building with architectural interest.

To the north-west of the church building, and separate from it, is a timber constructed hall built in 1968 which is used by the Church and by the community for various activities. There is also a large tarmac car park. The access to the car park is off Sweetbriar Road. The hall is currently used by a number of groups who feel that it is of great importance for their community.

The buildings themselves are coming to the end of their useful lives. With the support of the DAC there has been a project in place to rebuild the church for many years now. Currently a feasibility plan is being drawn up by architects to assess the affordability of the rebuilding before approaching planners.

Currently we are part of the West Leicester Mission Partnership of 5 churches + Wyggestons. In 2024 we will be actively engaging with the diocese Shaped by God Together project to create minster communities across our deanery. We are looking forward to working more closely with others to further the mission of God in West Leicester.

## Our Vision and Ethos

**“To know and worship God  
To love our neighbours  
To make disciples together in the name of  
Jesus Christ and in the power of the Holy Spirit.”**

We are an informal, gently charismatic church from the evangelical tradition. Our worship pattern reflects this.

We aim to welcome everybody and see everyone involved as they are able.

We meet to worship at 10:30 a.m. each Sunday. The 5<sup>th</sup> Sunday of the month is café style and is held in the church hall.

We have two discipleship groups for the church members and run a Bible Study group at Wyggestons.

We provide various ways for people to engage in prayer at home or with others.

We long to see our children flourish and have a regular Sunday group called HAL’s kids. (Holy Apostles Leicester). We currently have 8 children and young people who attend fairly regularly. Our desire is to be able to launch HAL’s youth to cater for those of our children who are now teenagers.

We are very involved with the two primary/infant schools in our Parish. They are often visiting the church and our Priest in Charge takes assemblies and helps with RE on a regular basis.

Across the road from the church is Fullhurst College and we long to develop the fledgling links we have with them.

In the community, we support the local foodbank and run a monthly community café. We have just launched a morning warm space and are waiting to see how this develops.

We are hoping that the new Associate Priest will be actively involved in one of these areas. Either developing youth work or strengthening our community projects.

We also run a stay and play weekly called Tiddlywinks, a table-tennis group and host an informal lunch, monthly.



Other groups eg. Brownies, a Bulgarian dance group, a dance fit class and two independent churches use our buildings throughout the week.

We have mission links in both Nepal and Brazil.

## **The Ministry Staff:**

### **The Ministry Team**

Rev'd. Jenny Ridge, Priest-in-Charge

Ian Newcombe, Associate Minister (reader)

Ashley Prince, Pastoral Assistant (PTO)

Margo Henry, HAL kids team leader



We are supported by two Church Wardens, a Treasurer, Safe guarding coordinator, PCC, and a Verger.

We also employ a church administrator and cleaner/gardener on a part time basis

## **Our commitment to you:**

- A friendly and encouraging team of lay and ordained colleagues.
- Prayerful support for all aspects of your role
- An understanding of the complexities involved in ministering in two very different contexts; and a desire to enable you to flourish in both.

## PART 3

# The Formal bits

## Role And Job Description

<b>Role Title:</b>	Chaplain of Wyggestons & Trinity Almshouses Charity
<b>Responsible to:</b>	The Governors of Wyggestons & Trinity Almshouses Charity Priest-in-Charge, Holy Apostles. The Bishop of Leicester
<b>Groups and Committees:</b>	Ex-officio Trustee/Director (Governor) of Wyggestons & Trinity Almshouses Charity; West Leicester Mission Partnership; Chapter and Deanery Synod of the City of Leicester Deanery.
<b>Primary</b>	The pastoral care of residents, staff & Governors of Wyggestons and Trinity Almshouses Charity. Associate priest at Holy Apostles, Leicester.

### PART 1 – Wyggestons & Trinity Almshouses.

- The Chaplain will be expected to visit all residents on an annual basis. A digital visiting plan shall be created in order for this to be achievable. This would be a normal pastoral style visit to get to know residents and about their families, needs and news; This is particularly useful once a person commences their residency at the Charity.
- The Chaplain will be expected to visit residents who have become in-patients at local hospitals.
- The Chaplain will be expected to participate in outings, social events, concerts and celebrations and offer suggestions for suitable activities;
- The Chaplain has overall responsibility for the Wyggestons Chapels' Services, celebrations and organists; and will in time also take on the Trinity Chapel services.
- The Chaplain will give care to the forms of service offered in the Chapels in view of the diverse range of residents;

- The Chaplain will be expected to involve residents in Chapel Services, for example as side person, offertory collectors, bell ringers, reader, or organist;
- The Chaplain will assist the CEO and administration team to monitor the waiting list of applicants for the Almshouses and liaise with the CEO and Chairman of the House Committee in assessing and recommending to the Committee the appointing of new residents;
- The Chaplain, in conjunction with the Chief Executive and other Senior Staff, would be responsible for welcoming and accompanying external visitors;
- The Chaplain is a Governor of the Charity and as such will be an Ex-officio member of each of the Charity's Committees;
- The Charity has right of appointment to the Wyggeston's School Foundation and the Chaplain would usually be one of the Charity's appointees;
- The Chaplain will refer to the Chairman of Governors & CEO any relevant matters.
- The Chaplain will be familiar with and react appropriately to:-
  - (a) Fire & Emergency procedures
  - (b) Accident Procedures
  - (c) Health and Safety issues
  - (d) Data protection legislation and confidentiality matters
  - (e) Safeguarding of Children and Vulnerable Adults
  - (f) Professional Boundaries
  - (f) Complaints in conjunction with CEO and Chairman,
- The Chaplain is a member of the Senior Management Team and shall attend its meetings;
- The Chaplain attends general staff meetings where appropriate;
- The Chaplain attends general residents' meetings where appropriate;

- The Chaplain participates in training programmes as required;
- The Chaplain helps promote good understanding and attitudes between residents, staff, visitors and outside agencies. The Chaplain also helps to promote an understanding of the history and work of the Charity so as to encourage greater awareness of what the Charity is able to offer within the wider community including providing talks to outside agencies and organisations.
- The Chaplain carries out other duties as may from time to time be required.

This Job Description should be read in conjunction with the Contract of Employment and Staff Handbook provided by the Charity.

The above gives an indication of the duties expected but is not exhaustive. Other duties may from time to time be required and the details of the job are likely to develop as the person becomes more involved in the work.

## **PART 2 - The Role of Associate Priest**

- To be part of the Sunday worship leading and preaching team of the Parish, assisting at 10.30am service at least once per month.
- To pray with us and for us as a parish including joining the mission partnership for weekly morning prayer and monthly church prayer meeting.
- To be an active member of the ministry team, attending the regular team meetings.
- To assist with developing mission and discipleship in the parish through youth ministry or community projects.
- To share in the work of both evangelism and pastoral care.
- To offer support with the occasional offices in the parish and minster community.
- To be an Ex-officio Member of the Holy Apostles Parochial Church Council.
- To use your gifts and talents to enrich what we do to further the work of the Kingdom.

## **Person Specification**

### **PART 1 - For The Chaplain Of Wyggestons**

The Chaplain:-

- will reflect the traditions of the Church of England;
- will accept and is open to the various forms of Service required in a multi-faith community

- With an outward vision, and be prepared to proactively spread the word of the Charity in the local community;
- Ability to communicate sensitively and interact with people of all ages as part of their pastoral care in a confident manner;
- Especially mindful of the problems faced by people of the older generation;
- Through spirituality and prayer will continue the caring tradition of the Charity
- Calm personality but with a sense of humour where appropriate.
- Capable of building links with the local churches of all denominations & faiths;
- Will continue self-development;
- Will be well organised, a good team player, and Hard working,
- Comfortable being part of and ministering to a small community but which is outward looking and community minded.

## **Part 2 - For the Associate Priest, Holy Apostles**

### **Essential**

- A person of prayer, full of the Spirit, enthused by the hope of God's coming Kingdom and concerned that God's love might be known by those they meet;
- Ability to bring encouragement through preaching and teaching God's word,
- Ability to work flexibly and collaboratively within a team of lay and ordained colleagues both in the parish and the minster community.
- A pastoral heart and ability swiftly to build pastoral relationships.
- Ability to work well with change.
- Ability to prioritise and work with significantly different communities

### **Desirable**

- Experience of developing new worshipping communities.
- Experience of urban ministry.
- Experience of encouraging a church hall or centre in building community links.
- Experience of working across change.

## PART 4

# The House

# The House

As stated above, page 15, Wyggestons will provide and maintain a house to Diocesan Standard if required by the successful applicant. This is on the Wyggeston's site on Hinckley Road.

The House was built in the late 1980's. There are four bedrooms, one with en-suite facilities, a separate family bathroom and cylinder / airing cupboard upstairs. Downstairs the study is distinct from the rest of the house although it uses the same front door. The cloakroom and downstairs convenience can be used for visitors or family. In the home part of the house there is a kitchen, utility room, dining room and lounge. The house has gas central heating. There are steps from the study area to the rest of the house.

The house will be refurbished during the interregnum if required.

## ACCOMMODATION IN DETAIL

Benefitting from gas fired central heating, double glazing, security alarm system, the accommodation comprises entrance porch, split level reception hall, cloak/WC, study, lounge, dining room, breakfast kitchen, utility room, first floor landing, Chaplain bedroom with en-suite, three further bedrooms served by family bathroom, outside lawned gardens.

### GROUND FLOOR

#### ENTRANCE PORCH

Glazed entrance door with matching side panel inner matching entrance door, tiled floor.

#### RECEPTION HALL

Wood flooring, radiator, storage cupboard, steps rising to reception area, coving to ceiling, wood flooring, open tread staircase rising to first floor.

#### WC

Double glazed window, low flush WC, radiator, pedestal wash basin with tiled splash back.

#### OFFICE 3.38 x 4.39

Double glazed window to front, two double glazed windows to side elevation, coving to ceiling, radiator, telephone point, wood flooring.

#### SITTING ROOM 3.89 x 6.58

Wood flooring, double glazed window to front elevation, two double glazed windows to side elevation, patio door leading to rear garden, coving to ceiling, two radiators, tv aerial point, raised half with recess for gas fire, gas point.

#### DINING ROOM 4.19 x 3.25

Double glazed window to rear elevation, radiator, coving to ceiling, tv aerial point and wood flooring.

#### KITCHEN 3.86 x 3.91

Double glazed window to rear and side elevation, radiator, range of wall and base units with roll top work surface, tiled surround, coving to ceiling, radiator, one and a half bowl sink with mixer tap over, free standing electric oven, extractor hood over, freestanding dishwasher, tv aerial point, telephone point, breakfast bar.

#### UTILITY ROOM 2.34 x 1.96

Wall and base units, roll top work surface, tile surround, plumbing for washing machine, coving to ceiling, single sink and drainer, wall mounted gas boiler, double glazed window and part glazed door leading to garden.

#### FIRST FLOOR LANDING

Spindle balustrade, radiator, two double glazed windows to front elevation, loft access with rising ladder, airing cupboard.

#### MASTER BEDROOM 4.19 x 2.67

Fitted wardrobes with storage over, radiator, telephone point, double glazed window to rear elevation.

#### EN-SUITE

Shower cubicle with tile surround, wash basin with in vanity storage, tiled splash back vanity mirror over and light, radiator, low flush WC, double glazed windows.

#### BEDROOM TWO 3.30 x 3.51

Two double glazed windows to rear elevation and two radiators.

#### BEDROOM THREE 2.82 x 2.92

Double glazed window to front elevation and radiator.

#### BEDROOM FOUR 3.00 x 2.95

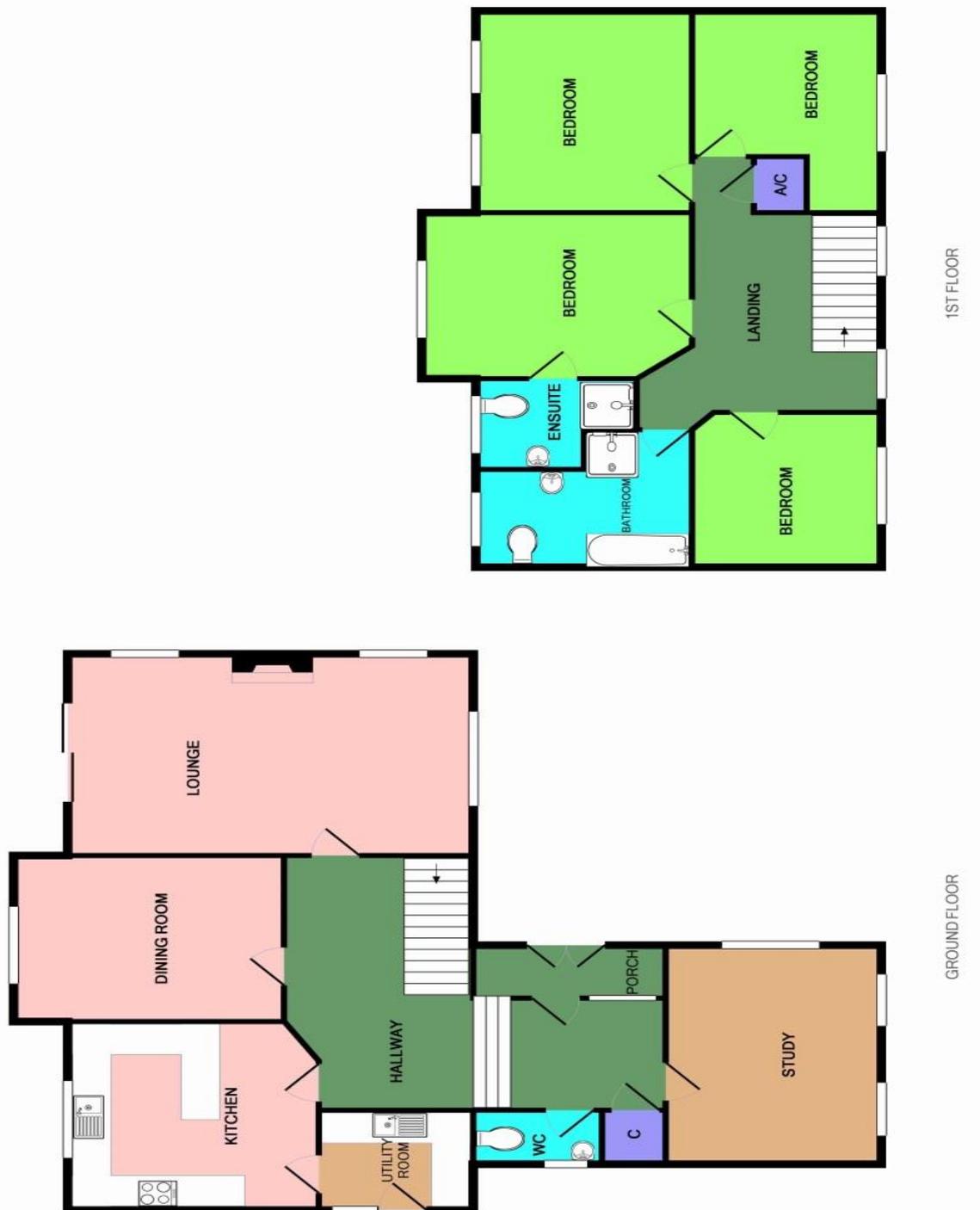
Double glazed window to front elevation and radiator.

#### BATHROOM 2.64 x 3.28

Panelled bath with tiled surround, low flush WC, wash basin with in vanity storage, tiled surround, vanity mirror and light over, shower cubicle with tile surround, extractor fan, double glazed window to rear and radiator.

## OUTSIDE

Lawned gardens to both sides of the property, to the rear of the property is a seating area with lawned gardens and specimen planting.



## FLOOR PLAN

