



JOB DESCRIPTION

Chaplain at The Bield at Blackruthven Retreat Centre

Line Manager: Designated Director

Accountable to: Board of Directors

Overall Responsibilities:

- ◆ To be the spiritual leader for The Bield community and hold and carry out the vision and direction of the ministry of The Bield with the Board of Directors, Executive Officer and wider staff team.
 - ◆ With the Executive Officer, to lead the Bield as a Christian Retreat and Conference Centre, a community of hospitality, prayer, healing, contemplation, and inclusivity.
 - ◆ Together with the Executive Officer and Board of Directors ensure the good governance of the charity in line with OSCR requirements and act as ambassador for the Bield in the wider community.
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Care of Guests and Spiritual Care

- ◆ Be responsible for overseeing the life of ministry, worship, and prayer of The Bield. Be available to lead daily worship with the pastoral team.
 - ◆ Be responsible for the use and development of liturgical resources.
 - ◆ Regularly conduct Sunday communions and other services of worship.
 - ◆ With the Pastoral Team organize retreats for groups as required.
 - ◆ Oversee the volunteer team of spiritual companions.
 - ◆ Be available for listening, prayer, and pastoral support.
 - ◆ Ensure the ministry of Spiritual Direction/Accompaniment is offered, and arrange for cover during periods of staff absence.
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Care of staff

- ◆ Line manage the pastoral team, bookings secretaries and housekeeping team leader responsible for hospitality.
 - ◆ Offer pastoral care and support for all staff (including Smallholding and Estate staff and volunteers)
 - ◆ Support staff to embrace the ethos of the Bield and develop their potential including engaging in personal retreats.
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Programme:

- ◆ Lead annual programme planning days with the Pastoral Team.
 - ◆ Co-ordinate and promote the annual Retreat Programme.
 - ◆ Co-ordinate, plan, deliver and assist with retreats.
 - ◆ Lead on securing and supporting guest facilitators.
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Care of Self

- ◆ Commit to external personal support with spiritual director, mentor or similar.
 - ◆ Ensure that you are appropriately supervised for the pastoral care, spiritual direction and so on that you carry out.
 - ◆ Take an annual retreat for personal spiritual reflection and rest.
 - ◆ Engage in Continuing Professional Development, including annual job review with designated board member.
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Meetings

- ◆ Chair the Bield Pastoral Team meetings.
 - ◆ Attend weekly Bookings Meetings.
 - ◆ With Executive Officer alternatively chair/ attend quarterly full staff meetings.
 - ◆ Report to and attend board meetings (quarterly)
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Other

- ◆ Encourage links with the local community, churches and ecumenical networks.
 - ◆ Oversee the development of 'the Friends of the Bield' programme
 - ◆ Liaise with relevant staff members to optimize the use of digital media for The Bield.
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Bield at Blackruthven

Job Specification – Criteria for Chaplain

Essential

- Ordination (or equivalent status).
- Substantial experience within a spiritual leadership role.
- Strong leadership and team building skills.
- Substantial experience of working with groups and individuals in pastoral settings.
- Experience of developing and leading retreats.
- A commitment to grow and deepen their life of prayer.
- A joy in facilitating spiritual growth and healing
- Experience in giving and receiving spiritual direction.
- A commitment to working with people of all denominations, all faiths and none.
- Flexibility, knowledge, understanding, acceptance and willingness to serve and interact with all individuals without regard to sex, race, religion, age, disability, national or ethnic origin, or sexual orientation.
- Ability to work independently yet collaboratively, provide attention to detail, balance multiple projects, and meet deadlines successfully.
- Decision making and problem-solving ability, ability to innovate and inspire.
- A desire to work flexibly to meet the needs of the organisation.

Desirable

- Previous experience of offering hospitality and welcome to visitors.
- Previous experience in creating a space in which people can experience the healing power of God for themselves.
- Knowledgeable in a variety of spiritual traditions including Celtic and Ignatian.
- Bachelor's degree in Theology/divinity.
- Recognized Training in Spiritual Direction
- Experience in line management
- Experience of working within budgets.
- Experience developing and maintaining a strong customer base.
- Experience of organising and managing events.
- Experience of creating concise and clear written reports
- Computer literate across a range of programmes and social media platforms.