WYCLIFFE HALL

Part-Time Chaplain

Job Description

The context and opportunities of this role

Wycliffe Hall is a Permanent Private Hall of the University of Oxford, and an Anglican theological college in the evangelical tradition. It is committed to excellence in teaching and research, thereby making a significant contribution to the intellectual life of the University and the wider society. Our vision is to be a transformative Christian community of scholars and leaders and culture creators, within the University of Oxford - for the renewal of the Church, the influencing of society, and in service to the world. We have about 150 students, of whom around 40% are Church of England ordinands. Students study for undergraduate and graduate qualifications, from the certificate to doctoral level, and come from a wide range of backgrounds. We are committed to expanding that range further.

We are, at heart, a vibrant Christian community, where men and women study, pray, and serve together, seeking to be obedient to and shaped by the biblical witness. We are welcoming to all, regardless of belief, cultivating a culture of love, honour, and respect for every member of the community.

The Chaplain's role is vital for ensuring the quality of the life of the chapel. They also have an important role in the pastoral work of the Hall, alongside other part-time Chaplains, a Welfare Officer, the Pastoral Tutors ('Fellowship Group Tutors'), and members of the Academic Administration Team.

Duties and Responsibilities

The following describes the minimal set of responsibilities, but the details of the chaplaincy role may be shaped following discussion with the appointed candidate.

1. Chapel Oversight

   a. Organise the Chapel services for each term, in liaison with the Principal, including inviting and hosting visiting preachers.
   b. Organising additional annual services, e.g. Remembrance Day Service, Advent Carol Service, and Commissioning Day Service.
   c. Working with those arranging the music, Chapel rep, and Sacristan, and attending termly Chapel Committee meetings (term-time only).

d. Regular participation in the Hall's Chapel services, including occasional service leading and preaching.

2. Pastoral Care

a. Offer one-to-one counsel in support of students and staff.
b. Line manage the other chaplains.
c. Liaise with the welfare team to coordinate pastoral care across the Hall, especially with the Fellowship Group tutors.
d. Temporary cover of Fellowship Groups, as needed, which may include meeting weekly and annual report-writing.

3. Spiritual Formation

a. Under the guidance of the Principal, and alongside tutors and other chaplains, maintain and develop the spiritual life of the Hall.
b. Organise termly retreats and quiet mornings.
c. Organise some of the Ministry Focus Mornings.
d. Being a prayerful presence in the Hall

4. Other duties

a. Participate in relevant elements of the Hall's Management Meetings.
b. Maintain and update the Chapel Canvas site
c. Attend and offer pastoral support to some Integrated Study Weeks and events.
d. Membership of the University's association of college chaplains
e. Any other duties commensurate with salary and role which the Principal requests.

Key Selection Criteria

Role-related skills:

Required: Ordained Anglican priest
Excellent pastoral & liturgical skills
Able to form positive relationships with a wide range of people and obtain the confidence of all sections of the Hall
Excellent interpersonal oral and written communication skills;
Experience of organising Anglican worship services
Effective administrative skills
Able to be calm and effective whilst under pressure
Outstanding written and verbal communication skills

Desirable: Prior experience of a chaplaincy role
Other relevant areas of expertise

Personal Aptitudes:

- A collaborative working style.
- The ability to relate to colleagues, students, and visitors from a wide range of backgrounds with confidence.
- Supportive of the vision, purpose, and values of the Hall

Key Relationships: Principal (line manager), Chaplains, Welfare Officer, Tutorial Fellows, Academic Administrators, and students.

Other Criteria

There is a Genuine Occupational Requirement (GOR) that the post holder is a Christian man or woman, being in full sympathy with the ethos and aims of Wycliffe Hall. Regulations 7(2)a and 7(3)a of the Employment Equality (Religion or Belief) Regulations 2003 applies.

The safeguarding of all staff, students and visitors is a priority for Wycliffe Hall, and a DBS Disclosure will be required prior to appointment. This post is offered subject to the satisfactory completion of a four-month probationary period and the capability and disciplinary provisions set out in the employee handbook.

We encourage all qualified candidates to apply. We particularly welcome applications from women, recognising their under-representation in the chaplaincy.

Terms

Remuneration: The salary is anticipated to be between £36,000-£39,000 (Full-Time equivalent) = £14,400-£15,600, depending on experience.
Pension: Wycliffe Hall will contribute an amount equal to 10% of salary to our staff Pension Scheme or the Church of England pension scheme
Working hours: 0.4 Full-Time Equivalent – typically 3 days a week in the 9 or 10 weeks of term, although we would be happy to consider other arrangements. We are open to strong applicants wishing to offer a different configuration, or total, of hours. The role will probably involve some weekend events through the year.
Place of Work: Wycliffe Hall, 54 Banbury Road, Oxford OX2 6PW
Annual Leave: Initially 9 days per year (0.4 FTE of 33 days, including public holidays), in accordance with the Hall's Holiday Policy.
Meals in College: The appointee will be entitled to free college meals during their working hours, except when the kitchen is closed.

Application Process:

To apply for this post, please send the following:

1. The official Application Form.

2. A covering letter outlining your reasons for applying and demonstrating how you meet the key selection criteria.

Applications are to arrive by 12 noon on Friday 4th December 2026. Interviews are likely to be conducted on Wednesday 9th December 2026. We reserve the right to interview and/or close this vacancy early.

There is an opportunity to visit the Hall and/or speak with the Vice-Principal in advance. You are also welcome to email questions, and we will seek to answer them in a timely manner. Attendance and/or prior contact is not necessary before applying, and will not form part of the selection process.

Please send applications to vacancies@wycliffe.ox.ac.uk.

The job description is correct as of November 2026. It may be amended to reflect developments in, or changes to, the role, and will naturally develop as the individual gains experience in the role.