

Muslim Chaplain (Part Time)

Job Ref: REQ240919

University Chaplaincy summary

Reporting to the Lead Chaplain, the Muslim Chaplain will be the first point of reference for matters relating to Islam for chaplaincy colleagues and senior leaders across the University.

The role will facilitate and ensure the smooth provision for Muslim prayer and worship, by assisting the University Chaplaincy in the management and oversight of all Muslim prayer spaces on campus, including monitoring the use and condition of facilities and considering any specific additional, seasonal support which may be required by members of the University Muslim community.

As important as the Muslim Chaplain's commitment to representing Islam, is their ability and preparedness to work alongside other members of the chaplaincy team to support the provision of spiritual care and guidance to any individuals and groups within the University: the post holder will work collaboratively and creatively with chaplaincy colleagues to foster an inclusive and supportive environment that seeks the wellbeing and flourishing of all, irrespective of faith or beliefs. As a member of the chaplaincy team, the Muslim Chaplain will support/host multi-faith chaplaincy events and activities; they will therefore be expected to demonstrate a commitment to developing Interfaith dialogue, learning and cooperation amongst student faith groups and across the University community.

Job Description

Job Grade: Management and Specialist MA6

Job Purpose:

The post-holder will have specialist professional expertise, having studied Islamic theology. They will be someone who understands the shape of modern, multi-faith chaplaincy and the challenges of being a practising Muslim in a secular setting. They will draw from the resources of their own committed, active Muslim faith as they offer spiritual and pastoral care.

The Muslim Chaplain is responsible for developing and monitoring strong *intra*-faith relationships – acting as an interface between the Chaplaincy service, the LU and LUL Muslim communities. They will also be effective in developing *inter*-faith relationships and building supportive networks with other key internal and external stakeholders, including international students and staff.

The Muslim Chaplain will work with the Lead Chaplain to set the strategic direction of the provision for Muslim brothers and sisters, building relationships of trust, ensuring effective communication of needs; monitoring and evaluating impact of provision. The post holder will help to shape policies that support the University's goal to effectively meet the needs of all staff, students and their families.

Duties & Responsibilities

Support and Advice:

This role will

- Be the first point of reference with regards to Islam. In particular, the role holder will give detailed professional input into the design of inclusive spaces and activities. This will include the provision and design of prayer spaces.
- Support the University response to national and international events involving Islam and the Muslim community.
- Advise senior management on matters relating to Islam and Islamic practice.
- Give specific advice to the University on faith demands and traditions which could impact both student wellbeing and performance, i.e. food provision and the impact of, and mitigation for, the holy month of Ramadan.
- Provide pastoral and spiritual care (including confidential, non-judgemental listening support - planned and unscheduled) and signposting to other resources and services as appropriate.
- Offer spiritual guidance and support to people facing times of crisis or personal difficulty e.g. bereavement, or severe anxiety.

Religious Education:

- Based on their professional expertise, develop and conduct educational programs on Islamic teachings, practices, and ethics for both Muslims and non-Muslims. In particular, to develop educational materials supporting cross university classroom practice to help lecturers deliver material in a culturally sensitive way.
- Organise activities to enhance religious knowledge and community engagement.
- Mentor and support Muslim students or staff in their personal and spiritual development.

Building Community:

The role will

- Have a responsibility for managing the prayer room capacity on campus. This will include: -
 - liaising with the local community to emphasise that the prayer room is for staff, students and tenants only and hence deter attendance.
 - monitoring the usage of the prayer room and recommending strategies to manage demand – e.g. introduce additional prayer times, recommend additional space.
- Represent the Muslim community at institutional events and on committees, advocating for their needs and concerns.
- Support the development of the committee of the Student Islamic Society and act as a liaison between University Chaplaincy and all the ISoc society members.
- Develop and deliver activities to foster a sense of community among Muslim staff and students.
- Promote interfaith dialogue and collaboration with other religious groups within the University.
- Assist University Chaplaincy in enabling the University to communicate accurately, sensitively and in a timely manner on matters relating to the representation of the Islamic faith.

Administrative Duties:

- As required, support the development, collection and analysis of relevant data to show both demand on the Chaplaincy resources and facilities and the impact of Chaplaincy.
- Explore creative means to support faith-based activities and provision (e.g. by identifying charitable grants or research funds) and where appropriate gather data and write submissions for grants.

- Collaborate with other chaplains and staff members to coordinate services and programs to support the individual and collective practice of Islam, including coordinating the provision for Friday prayers; liaising with stakeholders to prepare a timetable for prayers and a rota for those who lead.
- Assist in the development and implementation of policies and procedures related to religious accommodation and inclusion.
- Maintain a review programme of written resources and other required equipment (e.g. prayer mats).

Outreach and Advocacy:

- Serve as a liaison between the Muslim community and the University.
- Advocate for the religious rights and needs of Muslim members within the University.
- Engage with external Muslim organizations and communities to build partnerships.

General Duties:

- any other duties as required by the Lead Chaplain.

Points To Note

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

Special Conditions

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equity & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equity & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses and internal Chaplaincy training.

Organisational Responsibility

Reports to the University Lead Chaplain

Direct Reports

- None

Person Specification

Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

1 – Application

2 – Test/Assessment Centre/Presentation

3 – Interview

Essential Criteria

Area	Criteria	Stage
Experience	Significant experience as a practising Muslim and faith leader.	1,3
	Experience of providing spiritual and pastoral support.	1,3
	Experience of working in, and as part of, a small team.	1,3
	Experience of oversight of a small budget.	1,3
	Experience of Interfaith work in a personal/professional or vocational capacity and can articulate the significance of this kind of work in building understanding of people, faith and culture.	1,3
Skills and abilities	Exceptional interpersonal, organisational and team-working skills.	1,3
	Excellent communication skills including active listening and the ability to understand nuance in language in both written and spoken word.	1,3
	Good practical IT Skills, including Microsoft Office systems, Teams and Outlook diary management.	1,3
	The ability to interact with emotionally distraught people: empathetic and compassionate when responding to a crisis (e.g. sudden death, suicide)	1, 3
	A deep understanding of issues of faith and spirituality.	1,3
	Ability to working under own initiative to prioritise and meet deadlines.	1,3
	Ability to work collaboratively with internal and external stakeholders and develop strong relationships within and beyond the LU Muslim community.	1,3
	A sound understanding of the needs of students.	1,2,3
	Ability to handle sensitive situations effectively to ensure a positive outcome.	3
	Understanding and knowledge of relevant legislation relating to the HE and FE context, including a sound understanding of the Equality Act (2010)	1,3
Training	A recognised qualification, or recognised development route, in the Muslim faith and a proven commitment to CPD.	1,3
Qualifications	Strong educational background, educated to degree level or equivalent.	1

Desirable Criteria

Area	Criteria	Stage
Experience	Experience of providing spiritual and pastoral support in an HE & FE context.	1,3
	Experience of working in a Student Services setting.	1,3
Qualifications	MIHE Certificate in Muslim Chaplaincy or equivalent chaplaincy training	1,3

Conditions of Service

The position PART TIME (0.6 FTE) and OPEN-ENDED. Salary will be on Management and Specialist Grade 6, £34,866 - £45,163 per annum pro rata, at a starting salary to be confirmed on offer of appointment.

The appointment will be subject to the University's Terms and Conditions of Employment for staff grade 6 and above, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which can be found [here](#).

The University offers a wide range of employee benefits which can be found [here](#).

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/az/childcare-information---page.html>)

In addition, the University is supportive, wherever possible, of flexible working arrangements. We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>