



JOB DESCRIPTION

Job Title:	Fixed Term Director of Pastoral Care
Reports to:	Acting Principal
Direct reports:	None
Working closely with:	Faculty, Dean of Women, Pastoral support workers, Students and wider college community
Location:	Oak Hill College, Southgate, London
Date:	October 2017

About Oak Hill

Oak Hill College is a leading Christian theological college in north London, providing UK Higher Education Institution (HEI) accredited training to equip students for ministry in both Anglican and Independent churches as well as other Christian organisations. Oak Hill is an Enhanced Validated Partner of Middlesex University. The College serves the church of Jesus Christ by preparing men and women for a lifetime of ministry and mission leadership in the UK and around the world. Its students study to degree level and specialise in either pastoral ministry, cross-cultural ministry, or ministry to children and young people. Oak Hill provides full-time and part-time training, in a residential learning and worshipping community with near equal numbers of Anglican and Independent students. The training includes theological study and church placements, with an emphasis on formation for ministry and personal growth in spiritual maturity. The college has approximately 140 students in training at any one time.

Mission of the College

The College's mission is to train effective, lifelong ministers, missionaries and leaders for Anglican and Independent churches, and for other organisations.

Purpose of role

As part of the faculty, to oversee and model pastoral care within the college with a view to the training and spiritual formation of students and spouses in their future roles. To establish a pastoral care strategy within the college community. Lecturing in pastoral care related issues.

Primary Responsibilities will include:

1. Establishing, implementing, co-ordinating and overseeing a pastoral care strategy within the college community (students, staff, spouses and families)
2. Meeting one-to-one with students requiring more specialised pastoral care.
3. Acting as a conduit for external referrals for students who need specialised help.
4. Establishing policy and efficient communications to ensure the academic standing of students requiring significant pastoral is informed and not disadvantaged.

Oak Hill College will review, amend and update the Job Description from time to time, in consultation with the post holder.

5. Being involved in the Admissions process with reference to pastoral care of prospective students.
6. Being involved with the exit /appointment process in areas of pastoral care and liaising with receiving churches as appropriate.
7. Supporting and training for faculty both in regular term time faculty meetings and outside where appropriate.
8. Orienting new faculty in relation to pastoral care matters
9. In conjunction and complementing the current teaching programme and existing college groups (e.g. Student Common Room, Monday Fellowship, Spouse's Teaching programme), providing a rolling programme (that covers every student cohort) of formational training in Christian living (e.g. anxiety, marriage, infertility, parenting, singleness, SSA).
10. Developing further the co-ordinating of pastoral care and formation of students between sending and placement churches.
11. Supervising the Dean of Women in the pastoral care of female students.
12. Establishing and chairing a 'college pastoral care committee'.
13. Being a member of the Accommodation committee to advise where pastoral issues impinge on the allocation of accommodation.
14. Where appropriate advising on pastoral implications surrounding ethnicity, gender, disability, mental health, physical disabilities and learning difficulties, and in conjunction with the college's Equality and Diversity Policy.
15. Becoming familiar with local NHS health care provision, identifying helpful points of contact for referrals, as necessary.
16. Liaise with the College's Disabilities Officer to agree practical arrangements for students requiring specialist support.
17. Overall responsibility for the college's Fellowship groups in consultation with the Admissions department.
18. Teaching one of the current pastoral counselling modules within the programme.
19. If appropriate, to have their own fellowship group.
20. Seeking to developing closer relationships and partnership between Oak Hill College and BCUK.
21. Where appropriate, undertaking advocacy on behalf the college in the area of pastoral care and formation.

Occupational Requirement

There is an Occupational Requirement that the post-holder is a Christian. The Equality Act 2010 applies. The post-holder understands, holds to and lives out the theological position, aims and objectives of the college.

Fixed Term Employment

This role is dependent on both on an evaluation of the requirement for the function within the college and available funding. Initially it is anticipated that the role will be open for 3 years and if outcomes are positive Oak Hill will proceed to seek further funding, for up to a two year period.

Miscellaneous

The post holder shall be expected to carry out other duties from time to time, which are broadly consistent with this role.

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PERSON SPECIFICATION

The person appointed must demonstrate:

- Agreement with and actively uphold the evangelical ethos of Oak Hill;
- Sufficient qualifications to teach at undergraduate level;
- Commitment to both the pastoral and academic formation of students;
- Significant experience of Christian ministry and leadership;
- Experience of teaching, training and modelling pastoral care within a Christian environment;
- More than three years training and therapeutic experience in Biblical Counselling;
- Self-awareness regarding the dynamics of small team working and shared community life, together with an ability to make a positive contribution in both areas.

And ideally will:

- Have a degree in theology;
- Hold UKCP or BACP qualifications;
- Be familiar and comfortable with ministry and training within both Anglican and Independent contexts.

NOTE FOR APPLICANTS

To apply, in the first instance please submit your CV and a covering letter to Veronica Machin, HR & Safeguarding Manager at hr@oakhill.ac.uk. Closing date for applications: **19 October 2017**.