



ST JOHN'S
FOUNDATION EST. 1174

CHAPLAIN CANDIDATE RECRUITMENT PACK

To apply, contact Charlie Butler, HR Officer, on
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A WARM WELCOME FROM OUR CEO, CATHARINE BROWN

This is a pivotal moment for St John's Foundation - you'll be joining us at an exciting time.

We're an organisation with more than 850 years of history, but what matters most right now is where we're going next. We're creating new almshouses, welcoming more people into safe, affordable homes, and strengthening our role as a leader in our sector. At the same time, we're investing in how we work - improving our systems, sharpening our operations, and making sure we're set up to deliver well, now and for the long term.

We're also on the move. Come April 2026, our team will be based in new offices at 1 Queen Square - a building that reflects who we are today: purposeful, ambitious and rooted in community.

We're looking for people who want to help shape what comes next at St John's. We're looking for colleagues who bring ideas, energy and care; people who are prepared to challenge how things are done, while staying grounded in what really matters.

Our values guide everything we do. Trust - in each other, and in the people we support. Courage - to make difficult decisions, try new approaches and keep improving. Kindness - because how we work matters just as much as what we achieve.

If you want to be part of an organisation that is proud of its past but firmly focused on the future - and where your work will make a real difference - we'd love to hear from you.

**Catharine Brown, Chief Executive
St John's Foundation**



ABOUT ST JOHN'S FOUNDATION

For over 850 years, St John's Foundation has been changing people's lives, for good. As one of the UK's oldest charities, we are proud to serve Bath and the surrounding area.

At the heart of our work is our almshouse community, where we provide housing for older adults in need. Alongside this, we run outreach services that help older adults in Bath and North East Somerset to live independently for longer.

With the expertise and resources we have built over centuries, we are now able to support even more of our community, which is why we offer direct help to people of all ages facing financial crisis. Our Crisis Programme provides people with essential needs, such as beds, white goods, furniture, counselling, debt support and basic employment skills and training.

Every aspect of our work is built upon our values of trust, kindness, and courage, and inspired by our purpose: to change lives. For good. It's a long-term strategy, but we're unwavering. After all, we've been around for over 850 years.



ABOUT OUR CHAPELS

St Michael's Within

This beautiful chapel has been the site of prayer and worship since the charity started in 1174, and attracts many tourists and locals, as well as being a place of peace that is enjoyed by residents. The small Sunday congregation attracts both residents and some regular visitors. It is the current home to a small, gathered monastic community in Bath, Stillwaters, who meet once a month for worship, and we also hold regular weekly activities, run by external facilitators, and managed by our Good Living Team.

Magdalen Chapel

Originally part of a leprosy hospital, this historic chapel is home to a faithful congregation, growing in number, depth of faith and commitment to the community. There is active lay involvement in the services and a large team of volunteers keeping the chapel open for four sessions every week. We regularly have up to a thousand people coming in during any given year. Visitors, as well as the congregation, value this peaceful and sacred space. The character of the chapel is liberal Catholic, with a strong tradition of weekly sung holy communion. The congregation (often around 25) embraces the values of hospitality, welcome and inclusion. The chapel is a Peculiar, situated in the Parish of Widcombe, and benefits from the patronage and support of St John's Foundation.

Combe Park

Our modern, purpose-built alms accommodation, sitting just outside the city centre, is home to around 50 people, and has a small chapel-come-meeting room and library. The congregation has dropped in number over the last year or so, but we continue to serve a small and very faithful few each week, by providing a service of Holy Communion or Evening Prayer.



MOVING TO 1 QUEEN SQUARE

In 2026, St John's staff will move into the top two floors of 1 Queen Square. Refurbished in 2022 by the Charity's Trading Company, the House of St John's was created as a flexible, welcoming space for people to work, meet and celebrate. The building is home to co-working and dedicated desks, meeting rooms, event spaces and a relaxed members' bar. Thoughtful touches - including showers with complimentary toiletries, Dyson hairdryers and access to a courtyard garden - make it a place designed around people, not just desks.

Because of the building's character and setting, the House also hosts intimate wedding ceremonies on Saturdays, offering couples a historic yet contemporary space in the heart of the city.

As part of the move, St John's staff will be based on the top two floors, while the lower three floors will continue to operate as the House of St John's for members, clients and events. This ensures the building continues to thrive as a shared, purposeful space. The move is about more than a change of address. Relocating to Queen Square allows us to give up our existing offices, freeing up space to invest in new almshouses and welcome more older people into safe, affordable homes. It's a practical decision that directly supports our charitable mission.

Being based at 1 Queen Square reflects who we are today - ambitious, rooted in community, and focused on using our assets in the best possible way to support people across Bath.



JOB DESCRIPTION

Job Title: Chaplain

Hours/Contract Type:

- Sessional, 12 month fixed contract (opportunity to extend)
- 7 x 3.5 hour sessions per week – 24.5 hours per week.
- 2 of these are Sunday sessions – the rest are flexible.

Responsible to: Head of Good Living

Responsible for:

- Engagement Officer – only in respect of the support for Sundays and other services as advised.
- Chaplaincy Volunteers
- Organist

Location: Bath City Centre/Combe Park/Magdalen Chapel

Role Purpose

Within long tradition, the Christian Chaplain plays a vital role in nurturing the spiritual life of the St John's community and brings a living, personal faith and a genuine commitment to supporting the wellbeing of residents, staff, volunteers, trustees, and the congregation of Magdalen Chapel, of which we are the patron.

The Chaplain sustains and enriches the worshipping life of our chapels and provides thoughtful spiritual guidance and pastoral support. Working under the day to day management and guidance of the Head of Good Living, the Chaplain offers this ministry as a guest in the lives of others - responding to invitation, honouring personal boundaries, and serving with humility and presence.

Grounded in an open and inclusive Christian ethos, the Chaplain's ministry welcomes people of all faith traditions and none. Through a rich pattern of worship, prayer, listening, and accompaniment, the Chaplain helps to foster belonging, meaning, and hope across the community, supporting St John's long-held purpose of changing lives for good.

Key Responsibilities

1. Worship and sacramental ministry

The Chaplain will lead and nurture the worshipping life of the Chapel of St Michael's Within, The Chapel of St Mary Magdalen, and Combe Park, following the rites and ordinances of the Church of England. This includes:

- Offering regular Sunday worship and celebrating key festivals of the Christian year with creativity, reverence, and warmth.
- Leading a varied pattern of services throughout the year, including Holy Communion on feast days, and seasonal liturgies such as Advent, Christmas, Holy Week (e.g. Maundy Thursday foot washing and the Service of Light for Easter), Harvest, and Remembrance.
- Supporting the distinctive traditions of Magdalen Chapel, including the deeply valued weekly sung service of Holy Communion, the monthly services of Meditation & Healing, and the Sharing of Bread and Silence and others as required.
- Leading major annual occasions such as the Civic Service attended by the Mayor and Corporation of the City of Bath.
- Conducting funeral services for St John's residents when families request the Chaplain's involvement.
- Conducting funerals, weddings and baptisms at Magdalen Chapel.

In all aspects of worship, the Chaplain is encouraged to draw on both the depth of Anglican tradition and contemporary approaches that help the community to pray and reflect.

2. Pastoral care

- Offer sensitive, confidential pastoral support to residents, their families, staff, trustees and chapel congregations as a guest in their lives, never presuming access but responding only when welcomed.
- Represent the ministry of the office of Chaplain with humility.
- Share Holy Communion with residents in their homes when invited, respecting the intimacy and hospitality of this ministry.
- Contribute to the spiritual and emotional wellbeing of the community through presence, listening, prayer, reflection, and gentle accompaniment.

3. Community relationships & inclusion

- Build warm, inclusive relationships with residents, staff, volunteers, and chapel congregations helping everyone feel welcomed, valued, and spiritually supported.

- Foster an environment in which individuals of all faiths and none can explore meaning, belonging, and hope.
- Signpost or access appropriate resources to support the spiritual needs of those from other faith traditions when requested.

4. Collaboration, communication & professional working

- Work closely with the Good Living Service team in shaping and delivering a programme that supports wellbeing, connection, and community life.
- Model excellent communication, respect, and collaborative working across the organisation.
- Build strong networks across departments to enable coordinated pastoral and spiritual care.
- Participate fully in staff activities, including meetings, initiatives, events, and shared organisational culture.

ADDITIONAL RESPONSIBILITIES

Health and Safety

- Follow all Health and Safety policies, procedures, and guidance to ensure a safe environment for residents, colleagues, and visitors.
- Complete required Health and Safety training and maintain up-to-date knowledge.

Safeguarding

- Demonstrate a clear commitment to safeguarding, ensuring practice aligns with organisational policy and procedure.
- Complete safeguarding training and apply learning in daily practice.

Equity, diversity and inclusion

- Promote equity, diversity, and inclusion in all aspects of the role, modelling behaviours that create a respectful, welcoming environment for all.
- Complete EDI training and ensure practice reflects St John's values and commitments.

General responsibilities

- Engage fully in the appraisal and development process, including training and reflective learning opportunities.
- Contribute to internal and external meetings, initiatives, and programmes that support the role.
- Comply with all policies, procedures, and regulatory requirements.
- Embody St John's core values of **trust, kindness, and courage** in daily practice.
- Undertake any other duties appropriate to the role that support the effective functioning of the organisation.

PERSON SPECIFICATION

Christian Chaplain St John's Foundation

The Person Specification outlines the qualifications, skills, experience, and personal attributes required for the Chaplain to perform the role effectively and to contribute positively to the life of St John's Foundation and Magdalen Chapel.

Essential Qualifications and Professional Requirements

- Ordained priest within the Church of England, or a church in full communion with the Church of England.
- Eligibility to hold the Bishop's licence or permission to officiate for this ministry.
- Demonstrable commitment to an open, inclusive Christian ethos that welcomes people of all faith traditions and none.
- Evidence of ongoing ministerial development and willingness to participate in further training as required.

Experience

Essential

- Experience of leading worship and administering the sacraments within the Anglican tradition.
- Pastoral experience, particularly with older adults, carers, or individuals living in residential communities.
- Experience of offering pastoral care as a guest in people's lives, working sensitively and respectfully with invitation and consent.
- Experience of working collaboratively within a team and contributing to shared organisational goals.

Desirable

- Experience within chaplaincy settings (e.g., health, community, social care, or residential settings).
- Experience of leading and shaping a varied pattern of worship, including seasonal and special services.
- Experience in supporting individuals from diverse cultural, spiritual, and religious backgrounds.

Knowledge and understanding

Essential

- A strong understanding of Anglican liturgy, sacramental practice, and the rhythms of the Christian year.
- Awareness of issues affecting older adults and others, including loneliness, transition, health challenges, and bereavement.
- Knowledge of safeguarding principles and best practice for vulnerable adults.
- Understanding of equity, diversity, and inclusion within a community-based setting.

Desirable

- Awareness of contemporary chaplaincy approaches and multi-disciplinary working.
- Understanding of how spirituality intersects with wellbeing, ageing, resilience, and community life.
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Skills and abilities

Essential

- Ability to lead worship with warmth, confidence, and reverence.
- Excellent listening skills, with the ability to provide pastoral support marked by compassion, humility, and good boundaries.
- Strong interpersonal skills and the ability to build trustful, respectful relationships.
- Ability to communicate clearly and sensitively in spoken and written form.
- Ability to work collaboratively with staff, volunteers, clergy, and external partners.
- Organisational skills to manage a diverse schedule of services, visits, and pastoral commitments.

Desirable

- Ability to adapt worship and pastoral approaches to meet the diverse needs of a modern chaplaincy community.
- Creativity in shaping meaningful liturgies, reflections, or community-based worship.

Values and personal qualities

Essential

- A personal faith rooted in prayer, scripture, and the life of the Church.
- Deep respect for the dignity, autonomy, and lived experience of every individual.
- A pastoral presence grounded in humility, patience, and gentleness.

- Ability to maintain confidentiality, act with discretion, and exercise sound judgement.
- Commitment to the values of St John's Foundation: trust, kindness, and courage.
- Open-mindedness and the ability to engage respectfully with people of all faiths and none.
- Flexible, adaptable, and able to respond to the changing needs of the community.

Other requirements

- Willingness to work some evenings, weekends, and major Christian festivals.
- Ability to travel across the St John's estate and community as required.
- Willingness to undertake all mandatory training including Safeguarding, Health and Safety, and EDI.

BENEFITS AT ST JOHN'S



Cycle to Work Scheme

We're proud to offer a Cycle to Work Scheme through BHN Extras, helping you save on bicycles and accessories while supporting healthy, sustainable travel. This salary sacrifice scheme allows you to spread the cost of a bike and equipment tax-efficiently, making commuting cheaper and greener.



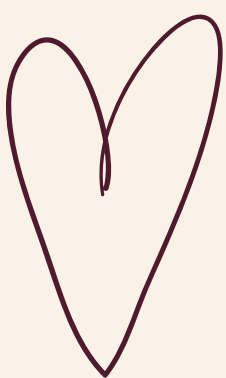
Home & Tech Scheme

Get the gear you want for home or work with our Home & Tech Scheme from BHN Extras. Choose from a wide range of tech, furniture and more — all available through a salary sacrifice arrangement that can save you money on everyday essentials.



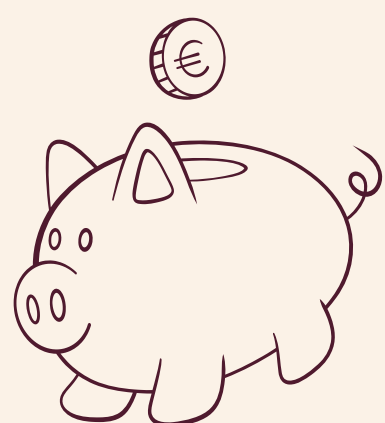
Private Medical Insurance

Your health matters — that's why we provide comprehensive Private Medical Insurance with BUPA. This benefit supports quicker access to medical specialists, diagnostics, and treatment when you need it most, giving you peace of mind and better control over your care.



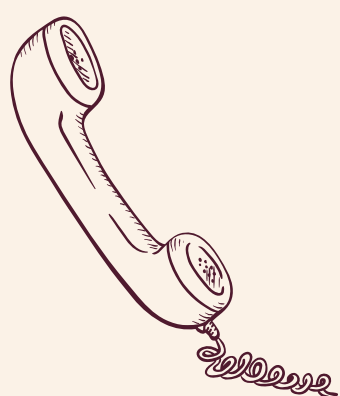
Life Assurance (3× Annual Salary)

We support your loved ones if the unexpected happens. Our Life Assurance benefit, provided by AIG, pays out a lump sum of three times your annual salary, helping to protect your family's financial future.



Salary Sacrifice Pension Scheme (10% Employer Contribution)

Plan for tomorrow with confidence. Our pension scheme, provided by Aviva, includes a generous 10% employer contribution via salary sacrifice — giving you a tax-efficient way to build your retirement savings and benefit from long-term financial security.



Employee Assistance Programme (EAP)

Life can be unpredictable — and support should be too. Through BUPA's Employee Assistance Programme, you and your household members can access confidential wellbeing services, including counselling, advice and resources for everyday challenges.



33 Days Annual Leave (Inclusive of Bank Holidays)

We recognise the importance of work-life balance. All employees receive 33 days of annual leave, inclusive of UK Bank Holidays, so you have plenty of time to rest, recharge and enjoy life outside of work.



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PATRON: HER MAJESTY THE QUEEN**