



ST. MARY'S HOSPITAL ALMSHOUSES

JOB DESCRIPTION

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| Job Title: | Custos |
| Location: | St Mary's Hospital Almshouses, Chichester |
| Line Manager: | Clerk to Trustees |
| Contract type: | Permanent |
| Hours: | Part Time – 17.5 hours per week |
| Date of completion: | June 2023 |

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| 1 | Job Purpose |
| | <p>The role of the Custos is to maintain and cherish St Mary's Christian ethos and tradition. The role is long established and enshrined in the Charity's scheme of governance. The Custos is responsible for weekday services in St Mary's Chapel and provides pastoral and spiritual support to residents and staff.</p> |
| 2 | Principal Accountabilities |
| | <p>The Custos is responsible for St Mary's Chapel which involves:</p> <ul style="list-style-type: none"> ▪ Leading daily weekday services ▪ Leading services on special occasions including Christmas, Easter and the Summer Festival ▪ Daily liturgical life of St Mary's Chapel ▪ Ensuring that worship at St Mary's is inclusive and reflects a broad range of Christian traditions and is welcoming to those who are not practicing Christians. ▪ Custodianship of St Mary's historic Chapel. |

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| | <p>The Custos will provide pastoral care and spiritual support to residents and staff by:</p> <ul style="list-style-type: none"> ▪ Championing St Mary’s Christian ethos and legacy ▪ Encouragement to residents to maintain independent lifestyles including continued participation in their own parish Church where appropriate. ▪ Providing support to residents who face challenging circumstances, through ill health, bereavement, or other personal issues. ▪ Offering spiritual guidance to residents of all faiths or none ▪ Maintaining pastoral care to former residents who wish to maintain contact with St Mary’s following a move to end of life care placements. ▪ Liaising with close family of deceased residents where this may be beneficial. <p>Contributing to the leadership and management of St Mary’s Hospital by:</p> <ul style="list-style-type: none"> ▪ Participating in the assessment of applications from prospective residents ▪ Advising and assisting the Scheme Manager & Deputy Clerk in efforts to promote and maintain the wellbeing and independence of residents. ▪ Playing a leading role in events such as the Summer Festival and Christmas celebrations ▪ Participating in Trustees’ and other meetings as may be required. ▪ Maintaining and developing St Mary’s relationship with Chichester Cathedral and with the wider Christian community within St Mary’s Area of Benefit. ▪ Promoting an understanding and appreciation of St Mary’s Christian ethos, legacy and architectural heritage within the wider community. ▪ Maintaining a commitment to best practice in Safeguarding |
| 3 | Level of Responsibility |
| a | <p>People</p> <p>The Custos will be supported by a Deputy whose role will be to provide cover on a sessional basis, for periods of annual leave and other occasional absence.</p> |
| b | <p>Financial Management</p> <p>The Custos may be provided with a charge card to meet day to day Chapel costs.</p> |
| 4 | Contacts |
| | <p>The post-holder will have contact with:</p> <ul style="list-style-type: none"> ▪ Trustees, including the Dean to whom the role will be accountable. ▪ Clerk to the Trustees, Scheme Manager and Deputy Scheme Manager ▪ Residents and their families ▪ Deputy Custos |

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| 5 | Special Requirements |
| | <ul style="list-style-type: none"> ▪ The Postholder will require permission to officiate within the Diocese of Chichester. ▪ It is envisaged that the post holder may wish to take on other clerical roles on a sessional basis to supplement their income. ▪ The Postholder will be required to undertake mandatory safeguarding training provided by the Church of England. |
| 6 | Qualifications, Skills and Experience |
| | <p>Essential requirements for the post holder include:</p> <ul style="list-style-type: none"> • Experienced priest in Anglican orders • An appreciation of the challenges residents may face in later life. • A high level of emotional intelligence with the ability to promote mutual understanding and harmonious relationships amongst residents. • The ability to plan and manage own workload often juggling conflicting priorities. • Excellent listening, communication and interpersonal skills in order to build and develop relationships with the people you are supporting. • An understanding and willingness to engage with people of all cultures, faith groups and none. • The ability to assess and respond to people's spiritual, religious and pastoral needs, which may be complex, contentious or sensitive. • An understanding of safeguarding, the extent and limitations of confidentiality, and the boundaries that govern the postholder's relationship with residents. <p>Desirable requirements</p> <ul style="list-style-type: none"> • An affinity with the ethos of sheltered housing, whereby residents live independently drawing support from scheme-based staff, as well as from each other. |