



Chief Officer

Role description & Recruitment pack



Contents

Role Overview

Job Overview	3
Aims and Objectives	4
Duties and Expectations	4
Person Specification	6

About ChaplaincyPlus

Our Vision	8
Our Safeguarding Commitment	9

How to Apply

How to Apply	10
Get in Touch	11

Role overview

Job title:	ChaplaincyPlus Chief Officer
Contract:	Permanent
Location:	Hybrid/ Birmingham City Centre (Newhall Street)
Responsible to:	ChaplaincyPlus Board of Trustees
Working hours:	32 hours/ week (0.8 FTE)
Remuneration:	£40,000–£45,000 FTE

Job Overview

ChaplaincyPlus is looking for a Chief Officer to drive the overall strategy and vision of ChaplaincyPlus forward, managing the team and working with the Board of Trustees on securing strong governance and financial sustainability. They will take a strategic lead in gathering people and growing the network and continuing to develop the charity's presence in the city and beyond through strategic partnerships.

Due to the nature of the work, in accordance with the Employment and Equality (Religion and Belief) Regulations 2003, there is a Genuine Occupational Requirement (GOR) for the post-holder to be an active and practising Christian.

Aims and Objectives

- To drive the overall strategy and vision of ChaplaincyPlus forward in line with the charity's strategic objectives.
- To ensure that all aspects of running a charity and managing a team are executed to a high standard, in line with the ethos and values of ChaplaincyPlus, and regulatory obligations.

Duties and Expectations

Strategic Leadership

- Lead the development and implementation of the charity's vision and overall strategy.
- Be an inspirer, instigator, energizer of the ChaplaincyPlus vision for workplace chaplaincy/ discipleship.

Management and Administration

- Manage the part-time strategic leads, supporting them in their work and their management of volunteers in their remit of responsibility.
- Engage and develop volunteers across the work of the charity, including support with administration, events, marketing and fundraising.
- Manage the day-to-day operations of the charity and the office to ensure smooth running of the charity. This may involve some administrative tasks. Ensure the charity is operating to a high standard of policies and procedures.
- Attend Trustee meetings, preparing papers and reports for these as requested.
- Ensure contact details are stored and updated in line with Data Protection legislation, using appropriate email marketing/ CRM software.

Sustainable Finance

- Work with Trustees to agree and deliver a fundraising plan, with income generation targets. This will include developing existing partnerships and engaging with new individuals, corporate partners, churches and trusts to raise funds.
- Liaise closely with Treasurer to ensure all donations and properly recorded and acknowledged.
- Work with the Treasurer to manage an annual budget agreed with the Trustees, keeping within the parameters of authorised spend and preparing financial and other reports as needed.

Gathering and Growing Together

- Develop a strategy for growing the breadth and depth of the network to offer a range of relevant and engaging opportunities for deepening work life discipleship.
- Develop existing and new relationships with local churches to develop effective whole life discipleship and be able to articulate ChaplaincyPlus' understanding of whole life discipleship and theology of work.
- Develop a strategy for leadership development to enrich both within the ChaplaincyPlus community and in the wider workplace.

Partnerships and Presence

- Develop strategic partnerships with individuals and organisations that share the vision and values of ChaplaincyPlus and could help further resource Christians in the workplace. Explore formalising key partnerships for collaborative work.
- Use effective and creative internal and external communication and marketing solutions (inc. Website and Social media) to develop the charity as a resource and vibrant community for Christians in the workplace.

General

- With the wider ChaplaincyPlus team, ensure all charity events and activities are delivered to a high standard, recruiting additional freelance support where appropriate and as budget allows.
- To be the Safeguarding Lead for the organisation, working closely with the Safeguarding Trustee.
- Promote and uphold the Christian faith based ethos, values, vision and motivation of ChaplaincyPlus.
- Lead the team by example, in line with ChaplaincyPlus ethos and values, supporting and encouraging a prayerful approach to all work and activities.
- Be flexible to the changing needs of ChaplaincyPlus and its Network with a can-do approach.
- Work closely with the Board of Trustees to prioritise duties and responsibilities.
- Respect the confidentiality of information, working to the Data Protection policy, ensuring that all charity documentation and information is kept securely.

In addition to the duties and responsibilities set out in this job description the post holder may, from time to time, be required to undertake additional or other tasks as necessary within his or her capability and capacity to meet the needs of ChaplaincyPlus.

Person Specification

Experience of...	Essential	Desirable
Working in a business environment.		Y
Taking an enabler role, inspiring engagement, commitment and action from others.	Y	
Working in partnership to achieve joint aims.	Y	
Managing and supporting staff to deliver to their full potential.	Y	
Developing and delivering successful communication and fundraising plans.	Y	
Use of communications and marketing platforms, social media, website management, email marketing software.	Y	
Safeguarding practices and responsibilities in an organisation		Y

Knowledge and Qualifications	Essential	Desirable
Educated to Degree level or equivalent	Y	
Knowledge of Data Protection legislation, and understanding of the need for professional confidentiality.	Y	
Evidence of continued professional development with a willingness to learn new skills relevant to the role.	Y	
A desire to engage in on-going training and personal and spiritual development.	Y	

Key Skills & Personal Attributes	Essential	Desirable
Self-starter who is creative, motivated and can work on their own initiative, enabling others.	Y	
Deploy different leadership styles in order to build capacity within the organisation and in others.	Y	
Excellent organisational and planning skills. Ability to multi-task, organise workload, set and meet deadlines.	Y	
Flexible and collaborative approach. Responsive to, and an ability to move things forward in a changing and evolving environment.	Y	
Excellent 'people' skills, with the ability to connect with people of all ages and backgrounds. The ability to build and maintain professional relationships.	Y	
Excellent communication skills both written and verbal.	Y	
Contribute to group prayer and discussion.	Y	
Excellent computer skills using Microsoft products. Ability to adapt to using a range of software, as required.	Y	

General	Essential	Desirable
An active Christian faith to support the Christian ethos of ChaplaincyPlus and uphold its values.	Y	
The ability to work with a wide range of people, within the broad spectrum of the Christian Church, people of other faiths and none. To engage with all with an attitude of humility, genuine interest and understanding, and sensitivity.	Y	

Our Vision

At ChaplaincyPlus, we strive to support, equip and encourage the faith of Christians in the workplace.

In February 2025 the Board of trustees, in consultation with the staff team and network groups, began the process of clarifying the vision for the next period and developing a strategy to enable us to realise the vision.

ChaplaincyPlus's Vision for 2025–2030 is comprised of 5 main aspects, these form the building pictured. We will have secure foundations, three strong pillars which are the focus of our ministry, and a visible presence and partnerships to further our vision and the kingdom we serve to build.



What this will look like

First Pillar: Belonging and Network Groups

Building upon our existing network groups and wider ChaplaincyPlus community, we intend to develop a wider range of network groups serving the working Christian community, each well led with sustainable leadership. The purpose of these groups is to foster meaningful connections and relationship across the wider ministry and community of ChaplaincyPlus and to develop a listening culture within each group, having dedicated 'listeners' available for chaplaincy.

Second Pillar: Listening and Chaplaincy

Building upon our DrawBreath listening service, we will develop and equip chaplaincy across the organisation and consider the availability of a range of other support services such as spiritual direction, counselling, coaching and mentoring (see pillar 3). We will continue to implement robust training and supervision processes for growing and supporting a diverse team of chaplains, creating greater availability for 1:1 conversations both in person and online.

Third Pillar: Gathering and Growing Together

We will develop a strategy for Gathering and Growing, working alongside local churches to develop effective whole life discipleship and a theology of work. Our events and workshops will offer an increasing range of relevant and engaging opportunities for deepening work-life discipleship and enable networking, celebration and promoting the relevance of the Christian faith to the working population of Birmingham and beyond. We are particularly passionate about providing a focus on leadership development to enrich both within the ChaplaincyPlus community and in the wider workplace.

Partnerships and Presence

Additionally, we recognise the importance of seeking strategic partnerships that further resource Christians in the workplace. We want ChaplaincyPlus to be known as a resource and vibrant community which supports Christians in the workplace.

Our Safeguarding Commitment

At ChaplaincyPlus, we strive to support, equip and encourage the faith of Christians in the workplace.

ChaplaincyPlus takes safeguarding seriously. We endeavour to create a safe, inclusive, and respectful environment, safeguarding adults with whom we work, and, indirectly, children via their contact with adults.

Our Safeguarding policy aligns with the Care Act 2014, Children Act 1989 & 2004, and UN conventions. To read more about Safeguarding at ChaplaincyPlus and to access our Safeguarding policy, please visit our website:
<https://chaplaincyplus.org.uk/safeguarding/>



How to apply

If you are interested in this role, we encourage you to apply without delay. The closing date for applications is **27 February 2026**.

Interviews will be held on Tuesday 10 March 2026 in Birmingham and will involve an interview, a presentation, competency activities, and an opportunity to engage with ChaplaincyPlus network members. If you can't make this date and would still like to be considered, please let us know as soon as possible.

To apply, please send us:

- a letter of application (no more than 2 A4 sides) describing in detail why you are applying for the role and describing your suitability
- a completed ChaplaincyPlus [Safer Recruitment Application Form](#)
- a completed [Self-Declaration Form](#).

The forms can be found on our website along with the job advert, at <https://chaplaincyplus.org.uk/vacancies/>. Please send the completed application papers to us at recruitment@chaplaincyplus.org.uk. **Please note that CVs will not be accepted.**

In the application form we ask for details of two referees (including email addresses) and any offer will be subject to satisfactory references being taken up. The successful candidate will also require a satisfactory Basic DBS check before beginning in the role.

If you would like to have an informal conversation about the role before expressing your interest, please contact Jane Merson, Network Support Manager, on 0121 236 9742.

Get in touch

W: chaplaincyplus.org.uk

T: 0121 236 9742

E: theteam@chaplaincyplus.org.uk

167 Newhall Street, Birmingham, B3 1SW

ChaplaincyPlus is registered in England as a Registered Charity: No. 1100383 and a Company Limited by Guarantee No. 4863634