

## Job Description

<b>Job title</b>	Interfaith Advisor (0.6 FTE)
<b>School / department</b>	Student Services
<b>Grade</b>	5
<b>Line manager</b>	Head of Wellbeing
<b>Responsible for (direct reports)</b>	N/A
<b>Date of creation or review</b>	13/03/2023

### Main purpose of the job

To provide faith and spirituality support to students and staff.

To work in partnership with the wider Wellbeing team (Counselling and Disability & Mental Health) and Student Service colleagues such as the Welfare team to develop the existing multi-faith Chaplaincy and Interfaith advice service.

To encourage good interfaith relations and understanding within UWL, supporting curriculum and the wider University community with issues relating to faith, religion, spirituality, ritual, bereavement, where appropriate and requested.

To keep updated on religious issues and possess a good knowledge of a wide range of religious and secular beliefs, worldview, and cultures.

To provide meditation when required.

### Key areas of responsibility

- Providing pastoral support to students and staff - a listening ear, help and advice - to students and staff of all religious backgrounds and non-faith by:
  - listening and talking to in complete confidence about any concerns or issues
  - providing information to those looking to find a place of worship
  - discussing issues around religion and faith
- Responsible for supporting students and staff of all faiths (including non-faiths) and denominations with the vision for an inclusivity that is conducive to healthy wellbeing and optimum social cohesion.

- Lead, manage, develop, and coordinate the activities of an inter faith service in providing spiritual advice and personal support to members of the University, enabling positive interfaith relations whilst reflecting the varying need of students depending on their own personal faiths and beliefs.
- Promote awareness of, and effective responses to the religious diversity of the University and its members, including those who do not associate with a particular faith.
- Ensure that a diverse inter-faith provision is an integral part of the wider pastoral offering thereby promoting good wellbeing and support to students and staff, supporting the objectives of the Healthy campus strategy.
- Provide a proactive approach to engaging with the wider local community specifically within the context of faith, to improve community relations and support social cohesion thereby generating increased involvement of local faith communities.
- Develop and coordinate projects to promote interfaith initiatives by exploring opportunities as well as creating new projects. This will include working on strategies to facilitate improved interfaith culture and community.
- Provide confidential and pastoral support appropriate to a multicultural and secular environment; offering a trustworthy, kind, and sensitive ear that is sympathetic to all faiths and beliefs.
- Network within faith-based community outreach building strong and positive relationships with external groups/organisations and have a collaborative approach to pastoral work with other agencies and bodies.
- Create a welcoming atmosphere and environment that embraces students from a wide range of faiths, beliefs and cultural backgrounds, an atmosphere that is overtly tolerant and respectful.
- Support the diverse needs of students with prior experience of working with international student and experience of listening and consideration of theological and philosophical reflection specific to the Higher Education Sector.
- Provide pastoral care and support for students.
- Develop relevant interfaith processes, policies, and practices as necessary.

- Work alongside the UWL Student Union and various student faith groups to facilitate and develop a multifaith environment appropriate to all UWL students.
- Provide a healthy and professional approach with regards to faith and belief by ensuring that students are provided with safe spaces and appropriate opportunities to observe their faith and ritual practices, so they feel valued and well-equipped to fulfil their potential.
- Maintain appropriate contemplation spaces that are conducive, sensitive, and reflective of multi-faith based practices and needs of students.
- Promote the diversity of UWL students in an interfaith context.

In addition to the above areas of responsibility the post-holder maybe required to undertake any other reasonable duties relating to the broad scope of the position, commensurate with the post, and in support of the University.

### **Dimensions / background information**

Student Services is a large multi-disciplinary team that plays a crucial role in supporting our students. The Wellbeing Service is an umbrella term used to describe our various teams, Counselling, Disability & Mental Health and Faith. We provide a holistic approach to student support to ensure students' individual needs are fully met to enhance their academic success, aid student experience, and develop each student as an individual. The Wellbeing team is a busy and in-demand service. We are a tight knit team who help and support each other. We work hard and most importantly have fun.

## Person Specification

	Criteria	Essential or Desirable <sup>1</sup>	Demonstrated <sup>2</sup>		
			Application	Interview	Test / Exercise
<b>Qualifications and/or membership of prof. bodies</b>	Example Criteria	Essential	X	X	
	Appropriate level of Theological training.	Essential			
<b>Knowledge and experience</b>	A good knowledge of the spiritual and religious needs of students	Essential			
	Expertise in pastoral listening and theological reflection applicable to the Higher Education sector.	Essential			
	Experience of building good relationships in a context that is diverse in forms of religious and secular beliefs, as well as culture	Essential			
	Experience of helping students and staff explore a wide range of spiritualities and practices, including meditation.	Essential			
	Previous experience of working with international students	Desirable			
<b>Specific skills to the job</b>	Be able to provide support to various groups following a student death; to include: staff, students, and relatives of the bereaved, and to assist in coordinating arrangements for any memorial and other services.	Essential			
	Ability to monitoring relationships and risks in this area, ensuring that appropriate safeguards are in place where possible, including in relation to Prevent guidance.	Essential			
	Be able to appropriately escalate concerns.	Essential			

	<p>Ability to work with religious and spiritual leaders within the local community to ensure that the network continues to be representative of the major world religions and that new Faith Advisors are appropriately identified.</p> <p>Resilience and the ability to perform consistently well under pressure in an environment where the pace of work is demanding.</p> <p>Excellent interpersonal, communication, advocacy and customer service skills.</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p>			
<p><b>General skills</b></p>	<p>Well-developed client interview and case work skills and the ability to maintain boundaries and professional ethics within a confidential setting, including keeping thorough, accurate and up to date client case notes in compliance with confidentiality policies, professional standards and GDPR.</p> <p>Excellent written and verbal communication, including the ability to devise and deliver high quality presentations and workshops.</p> <p>Computer literate with windows based products as communication and management tools, e.g. Microsoft Word, Excel and PowerPoint.</p> <p>Ability to work under pressure and meet tight deadlines.</p> <p>Ability to show attention to detail and produce work and documentation of high quality.</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>			

	Ability to work collaboratively.	Essential			
	Proven ability to use initiative and work independently.	Essential			
<b>Other</b>	Ability to respect a high level of confidentiality at all times.	Essential			
	Flexibility, there may be occasional weekend and evening working.	Essential			

**Disclosure and Barring Scheme** Is a DBS Check required:  (Please Select from drop down list )

Before making a selection, please refer to the University's [Disclosure and Barring Checks Guidance for Staff](#) and [Criminal Convictions, Disclosures and Barring Staff Policy and Procedure](#). If a DBS check is required for the role, a **Check Approval Form** will need to be completed.

<sup>1</sup>**Essential Criteria** are those, without which, a candidate would not be able to do the job. Applicants who have not clearly demonstrated in their application that they possess the essential requirements will normally be rejected at the shortlisting stage.

**Desirable Criteria** are those that would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements, to determine which applicants to shortlist.

<sup>2</sup>**Demonstration:** Select the Recruitment Process stage at which the candidates will have to demonstrate that they meet the criteria. Criteria which have to be demonstrated at application stage should be mentioned in the Recruitment Information Pack as Pre-Selection/Killer Questions, Shortlisting Questions or Shortlisting Criteria. Other criteria should be evaluated and tested at interview stage (e.g. through interview questions) or through additional tests, exercises or presentations. Criteria can (and should) be demonstrated at multiple stages.