



## Post of Chaplaincy Assistant at St Augustine College

### 1. Introduction

- 1.0 The Rector of St Augustine College invites applications for the post of full-time Chaplaincy Assistant for St Augustine College to assist the College's Chaplain at both campuses, Primary and Secondary campuses.
- 1.1 We are an Augustinian Community inspired by the spirit of the great Saint Augustine of Hippo. We are a loving community built on the values of the Gospel. We are a caring community committed to the principles of inclusion. We are an educational community believing in each other's potential to improve and excel. The mission statement is that: In a loving and caring environment, we cultivate strong moral and spiritual convictions and academic excellence to our young men.
- 1.2 All this based on Augustinian values, the most important of which are: love; interiority; humility; devotion to study; pursuit of truth; freedom; community; common good; generous service; friendship; prayer; journey; search for God.
- 1.3 The selected candidate will report to and be directly responsible to the Rector (in collaboration with the Chaplain), and will work closely with staff, students, priests/religious, parents within St Augustine College and the Service Manager for Pastoral Care within the Secretariat for Catholic Education.
- 1.4 The starting salary for an average of 40 hour-week for the post of *Chaplaincy Assistant* is scale 7 (€27,697.53 – gross 2023 figures), scale 8 (€26,048.25 – gross 2023 figures) or scale 9 (€24,494.79 – gross 2023 figures) according to qualifications and experience. *See 4 below.* The candidate will have the freedom and willingness to work flexibly in agreement with College management, including in the evenings, weekends and school holidays according to certain College activities.
- 1.5 The appointment, which is subject to a probationary/trial period of one year is on a full-time basis and is subject to the rules and regulations governing St Augustine College.

1.6 The starting date for this post is 1st September 2023.

## **2. Position Summary**

2.0 Chaplaincy is a ministry that gives a faith service to the school community. The Chaplaincy Assistant is an ambassador of the Roman Catholic Faith and Tradition. As Chaplaincy is intertwined and supports the Religious Education in Catholic Schools, the Chaplaincy Assistant must be a practicing Roman Catholic in full communion with the Church.

2.1 The Chaplaincy Assistant has a central role in implementing the Catholic School Ethos, the College's vision, mission and the distinctive charism and works with the Rector, in collaboration with the Chaplain and the Head of respective campuses, in leading and developing the Catholic life of the educational community.

2.2 He/she is to:

- have a sound, strong background in Catholic theology, pastoral education, adolescent psychology, sociology and community building;
- treat all members of the community with dignity, building relationships rooted in mutual respect;
- observe at all times proper boundaries appropriate to the Chaplain's professional position;
- show tolerance and respect the rights of others, and
- demonstrate a commitment to Catholic Moral and Social Teaching.

2.3 Is expected to be willing to learn and to promote the Augustinian charism and spirituality, at the same time, must have a wide vision and knowledge of different spiritualities, for the holistic spiritual well-being of every individual within the educational community.

2.4 He/she is to nurture the faith formation and liturgical life of the educational community and may also work to enhance the Religious Education curriculum where appropriate.

2.5 Must adhere by the Guidelines issued by the Safeguarding Commission of the Episcopal Conference of Malta and Gozo.

2.6 The Chaplaincy Assistant will have the responsibility to assist the College Chaplain for the day-to-day Christian life of the Primary and Secondary of the College. S/he is responsible for assisting in coordinating, developing, promoting and running a wide-ranging chaplaincy programme, which appeals to the full range of ages (4-16)

and degrees of religious interest of the students, their parents, and the staff of the College.

### **3. Core responsibilities and duties**

3.0 The Chaplaincy Assistant must be a baptized and practicing Roman Catholic man/woman, committed to the spiritual and holistic development of oneself.

3.0.1 The Chaplaincy Assistant is to be a mature person that enables him/her to combine openness while maintaining a respectful, very prudent attitude in all relationships with/ within the College and on the campuses.

3.0.2 The candidate must possess good administrative and organisational skills, in order to be able to take full responsibility of events, i.e. schedule events, arrange itineraries and timetables, responsible for all the logistics necessary, including the obtaining and conserving resources and be responsible to delegate responsibilities and provide clear briefings and instructions to all involved in any activity especially the Chaplaincy teams.

**In collaboration with the College Chaplain and the rest of the Chaplaincy teams the Chaplaincy Assistant is expected to live these 3 characteristics:**

#### **3.1 The Chaplaincy Assistant as witness**

- Help people to recognize God's love for them and their need of God in their life.
- Lead by example.
- Encourages the educational community to live out their faith and religious beliefs in daily life; respects and be sensitive to other people's views, values and beliefs.

#### **3.2 The Chaplaincy Assistant as a shepherd**

- Support the Rector and Head of Primary and Secondary in her/his role as faith leader in the College.
- Be visible and approachable around the College.
- Develops good professional relationships with the staff and works closely with all educators, thus enabling the development of a community of faith and hope.
- Has a good knowledge and understanding of the Catholic faith in order to support the formal and informal learning that takes place across school life.

- Engages, supports and encourages children and young people in prayer, worship and the sacramental life of the Church, particularly the Eucharist and the sacrament of reconciliation, where appropriate.
- Play an important role in the College's chaplaincy team and supports various College projects throughout the year, including weekly celebrations for learners, and also, supports other staff in College who share the responsibility of the Pastoral Care/Well Being of pupils, including the Head of Primary or Secondary.
- Serves as a resource regarding issues of moral, spiritual, and pastoral nature.
- Ensures that the resources used for religious/socio-religious, and spiritual activities adhere to Catholic beliefs and teachings.
- Liaises with the psychosocial team professionals where required and be available to them when they require to liaise/consult with him/her.

### **3.3 The Chaplaincy Assistant as a guide**

- Observes professional standards in terms of appearance, punctuality and full participation in the working life of the College.
- The Chaplaincy Assistant maintains regular self-appraisal regarding the Chaplaincy service of the whole educational community and the upholding of the Catholic Ethos. He/she shall endeavour to have at least a one-to-one meeting with the Rector or with his delegate responsible for Pastoral Care per term.
- Attends all Staff Meetings, particularly, when Pastoral Care/Chaplaincy issues are discussed. Together with the Chaplaincy teams plans and implements the School Development Plan in matters related to this ministry.
- Use a collaborative style of ministry that encourages a team approach to Chaplaincy. Invites educators (in consultation with the Rector), to join the Chaplaincy team. Develops/coordinates and lead (if necessary) Chaplaincy teams.
- Prepares and coordinates College retreat programmes, seminars, live-ins, days of reflection for students and educators and supports the professional development of staff in terms of the Catholic life of the College.
- Provides, supports and offers opportunities for liturgy, prayer/worship, socio-religious and spiritual activities for the College community including that of parents.
- Prepares and coordinates vocational activities to be implemented with our learners and other youths (including old boys).
- Supports students and staff to participate in the Sacramental life of the Church where appropriate.

- Supports class and whole College based worship by providing appropriate worship resources; help learners and educators to develop confidence in leading prayer and worship independently;
- Plans and coordinates the Sacramental services – the Mass and Reconciliation with the clergy.
- Maintains the chapels as places of worship and ensures that they are used appropriately so that they fully support the prayer life of the whole College community.
- Ensures that the College environment as well as visual and performance displays reflect the College's Catholic Ethos.
- Have good social skills, both with learners and also with adults (parents/guardians and educators), demonstrates flexibility and accountability together with high degree of reliability and formal organization as required in a school context. The candidate will be confident in leading large and small, formal and informal, groups of students and adults.
- Be flexible, establishes and maintains a presence on the Primary and Secondary campus and other venues, including during events held outside normal school hours/days.
- At least once a term he/she is to have a one-to-one meeting with the Service Manager for Pastoral Care within the Secretariat for Catholic Education.
- At least twice per academic year he/she is expected to evaluate together with the Chaplaincy Team their service in line with the demands of the ministry itself and according to the objectives set in the School Development Plan, in order to make sure that they will continue to promote, support and encourage the College's Chaplaincy and Pastoral Care for all the College community.
- The selected candidate is required to attend short courses including CPDs/ seminars and meetings, locally, those organized by the Secretariat for Catholic Education and others, even abroad as may deem necessary.

## 4. Eligibility requirements

### 4.0 Education and Experience

By the closing time and date of this call for application, applicants must be:

- able to communicate in both the English and Maltese languages.
- in possession of :
  - a) **A full qualification at MQF level 7 (Masters with a minimum of 60 ECTS) in one of the following:** Religious Studies, Youth Ministry, Spiritual Accompaniment, Religion and Education, Pastoral Theology; or in a recognized, appropriate and comparable area, **and** a minimum of **2 years experience** working with youth on a diocesan level, and/ or within a church approved organization and/or in school Chaplaincy/Pastoral Care ministry. (starting salary scale 7).

**or**
  - b) **A full qualification at MQF level 6 (Degree MQF level 6 with a minimum of 180 ECTS) in one of the following:** Degree in Theology, Theology and Communication, Theology and Human Studies, Theology and Philosophy, or in a recognized, appropriate and comparable area, **and** a minimum of **3 years experience** working with youth on a diocesan level, and/ or within a church approved organization and/or in school Chaplaincy/Pastoral Care ministry. (Starting salary Scale 8, to progress to Scale 7 after 5 years of service in Scale 8).

**or**
  - c) **A full qualification at MQF level 5 (diploma with a minimum of 60 ECTS) in Theology or Spiritual Accompaniment or in a recognized, appropriate and comparable area, **and** a minimum of **5 years experience** working with youth on a diocesan level, and/or within a church approved organization and/or in school Chaplaincy/Pastoral Care ministry. (starting salary Scale 9, to progress to Scale 8 after 5 years of service in Scale 9 and to further progress to Scale 7 after 5 years of service in Scale 8).**

**Those who are in the final stages of the qualifications can be considered for this post.**

#### 4.1 Other Related Qualifications:

- a) The course offered by the Pastoral Formation Institute in *Higher Education Award in Pastoral Care/Chaplaincy in Schools*, (MQF level 6 – 17 ECTS) is highly commendable for the chaplaincy role.
- b) The selected candidate is to undertake the commendable course issued by the *Safeguarding Commission*, during his/her first 3 years of employment.
- c) The selected candidate is to undertake the commendable course in *Mental Health First Aid – dealing with Youth* issued by the Richmond Foundation, during his/her first 3 years of employment.
- d) The selected candidate is to undertake a commendable course on Augustinian spirituality during his/her first 3 years of employment.
- e) If these courses are not available, the selected candidate commits oneself to undertake them at the first possible opportunity. Failure to do this will lead to termination of employment for breach of contract.

#### 5. Submission and supporting documentation

- i. Qualifications and experience claimed must be **supported by certificates and three testimonials**, copies of which should either be attached to the application or sent separately to the Rector by not later than five (5) working days from the closing date of applications. Scanned copies sent electronically are accepted.
- ii. Applicants must provide transcripts of their qualifications. Diploma/Degree Certificates must be accompanied by a transcript, in English, showing the Award obtained and final classification. Original certificates and testimonials are to be invariably produced for verification at the interview.
- iii. The selected candidate should note the requirement to produce MQRIC recognition statements in respect of their qualifications from MQRIC, or other designated authorities, as applicable.
- iv. With respect to qualifications produced in response to this call for applications, applicants are required to produce a recognition statement by the Malta Qualifications Recognition Information Centre (MQRIC) based within the Malta Qualifications Council, or by any other designated authority, as applicable. Such statement should be attached to the application and the original presented at the interview.

- v. Applicants who are not in possession of such a statement may still apply, provided that they submit a copy of the statement to the Rector as soon as it is available and, in any case, by not later than one week from the closing date of the call for applications.
- vi. Applicants are exempt from the above requirements in respect of qualifications obtained from accredited universities or other accredited institutions that are listed and available for download from the MQRIC page of the Malta Qualifications Council website ([www.mqc.gov.mt/mqric](http://www.mqc.gov.mt/mqric)).
- vii. Hand written or electronic applications, together with a summary of qualifications and experience in the European Curriculum Vitae Format will be received by Fr Rector on [hr@staugustine.edu.mt](mailto:hr@staugustine.edu.mt) by **not later than 3 May 2023**.
- viii. Applications by post should be sent by registered mail in sufficient time to ensure delivery by the above deadline. These applications will be acknowledged in writing within seven (7) days.
- ix. The selected candidate is to present a recent clean Police Conduct Certificate.
- x. Persons registered with the National Commission for Persons with a Disability (NCPD) may be given reasonable accommodation in terms of Article 7 of the Equal Opportunities (Persons with Disability) Act, (CAP. 413), even if they do not satisfy in full the eligibility requirements for this post provided they can carry out, in full, the duties related to the post and subject to the concurrence and approval of the Secretariat for Catholic Education.
- xi. Representations in terms of the previous clause should be attached to the application form and supported with relevant document which must also include documentary evidence of registration with the NCPD. Reasoned justifications should be given to substantiate the lack of full eligibility requirements and why reasoned considerations are merited.



## 6. Selection

- i. Eligible applicants will be short-listed and assessed by a Selection Board, nominated in discussion with Fr Provincial, to determine their suitability for the post. Those short-listed applicants are to sit for an interview.
- ii. Selection will be made according to the result list which will be valid for one (1) year.
- iii. The result will be communicated to applicants by the College management.

Fr David Cortis osa  
*Rector*  
St Augustine College  
Marsa – Pietà

21 April 2023