

Arts Chaplain (employed by St Margaret's Durham Parochial Church Council)

This document outlines the selection procedure for the post of Arts Chaplain. The Parochial Church Council (PCC) is committed to a fair, transparent and prayerful appointment process, and to safer recruitment practice in accordance with the **Church of England Safer Recruitment and People Management Guidance**.

1. Invitation to Apply

The post of Arts Chaplain will be advertised with a downloadable **candidate pack** which can be accessed via our website <https://stmargaretsdurham.org.uk/> or requested by email to parish.smxc.sjnx@gmail.com This will include:

- Role description
- Person specification
- Application form
- This Selection Procedure document

Applications will be accepted **by application form only**. CVs will not be accepted.

Completed application forms must be submitted by email to parish.smxc.sjnx@gmail.com headed "Arts Chaplain Application" by midnight on 11 May 2026 Applications received after the closing date will not normally be considered.

2. Informal Enquiries

Candidates are welcome to arrange an **informal conversation** about the role with the Rector, Barnaby Huish, prior to applying. To arrange a mutually convenient time for a call, please email the Rector at rector.smxc.sjnx@gmail.com.

This conversation is optional and is intended solely to help candidates discern whether they wish to apply. It will not form part of the assessment or selection process and will not influence shortlisting or interview decisions.

3. Shortlisting

After the closing date, applications will be considered by a **shortlisting panel of three or four people**, which will include:

- The Rector
- A Churchwarden
- Other panel members appointed by the PCC

All panel members will be appropriately briefed and will operate in line with **Church of England Safer Recruitment guidance**.

Shortlisting will be carried out against the **published person specification**, using only the information provided on the application form.

All applicants will be informed whether or not they have been shortlisted.

4. First Interview (Online)

Shortlisted candidates will be invited to a **first-stage interview**, held online via Microsoft Teams.

Interview panel

The interview panel will be the same group that undertook the shortlisting.

Interview format

- Candidates will be provided with the **key interview questions at least 7 days in advance**, in line with best practice to ensure fairness and accessibility.
 - The panel may ask **supplementary or follow-up questions** to explore or clarify responses.
 - Candidates will be given the opportunity to **ask questions of the panel**.
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5. Second Interview (In Person)

Candidates who are successful at the first interview stage will be invited to a **second-stage, face-to-face interview**.

Practical arrangements

- Reasonable **travel expenses** will be reimbursed.
- Candidates will have the opportunity to:
 - Visit the church
 - See the parish centre
 - Visit the local school

Presentation

- Candidates will be asked to deliver a **10-minute presentation** on a topic relevant to the role.
- The topic will be provided **at least 7 days in advance**.
- The panel will ask questions arising from the presentation.

Candidates will again have the opportunity to ask questions of the panel.

6. Safer Recruitment and Pre-Appointment Checks

The PCC follows the **Church of England Safer Recruitment and People Management Guidance**. Any offer of employment will be **conditional upon the satisfactory completion of all required pre-appointment checks**, including:

- **Two satisfactory references**, obtained prior to appointment
 - One reference should normally be from a current or most recent employer, or an appropriate minister or supervisor
- **Verification of identity**
- **Proof of right to work in the UK**
- A **satisfactory enhanced DBS check**, including barred list check where applicable
- Confirmation of relevant **qualifications and professional experience**
- Completion of a **confidential declaration** relating to safeguarding, where required

No appointment will be confirmed until all checks have been completed to the PCC's satisfaction.

7. Equality, Diversity and Accessibility

The PCC is committed to **equality of opportunity** and to recruiting on the basis of ability, skills and suitability for the role.

Reasonable adjustments will be made at any stage of the process for candidates who require them. Candidates are encouraged to indicate any such needs when applying or when invited to interview.

8. Feedback

Unsuccessful candidates may request feedback following the conclusion of the recruitment process.

Feedback will be offered in good faith and will normally relate to how the candidate's application or interview met the published criteria for the role.

9. Confidentiality and Data Protection

All information provided by applicants will be handled confidentially and in accordance with **data protection legislation**. Application data will be retained only for as long as necessary and will then be securely destroyed.

10. Changes to the Process

The PCC reserves the right to amend the selection process if necessary. Any significant changes will be communicated clearly to candidates.
