

University of Edinburgh

Job Description

1. Job Details

Job title: Mindfulness Chaplain

School/Support Department: Chaplaincy

Unit (if applicable): USG

Line manager: University Chaplain

2. Job Purpose

Lead on Mindfulness provision and development for staff and students at Edinburgh University

3. Main Responsibilities

% of time

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| • Provide weekly mindfulness drop-in sessions across the University for staff and students. | 20 |
| • Plan, deliver and develop the provision of 8 week courses in mindfulness for university staff and (separately) 8 week courses for students across the University, in consultation with the Associate Chaplain/Chaplain. Liaise with schools re mindfulness provision of courses and drop-ins. | 40 |
| • Work with the Chaplaincy Administrative Assistant to promote the mindfulness programme on the Chaplaincy website and develop mindfulness resources. Co-ordinate the development of an occasional mindfulness newsletter. | 20 |
| • Convene and co-lead the EUMI team meeting every 2 weeks, helping to develop University – wide mindfulness collaboration, and in consultation with the Associate Chaplains/Chaplain. | 10 |
| • Be available to be called upon for Chaplaincy support with the Listening Service and emergency on-call cover | 10 |

4. Planning and Organising

The Post holder will plan the year's mindfulness work to be delivered at the Chaplaincy centre and across the different University sites, in discussion with the EUMI Team. The Post holder will convene meetings of the EUMI Team, which currently meets fortnightly, to coordinate UoE mindfulness roll-out. Many courses are planned a year in advance and some mindfulness work comes in on a weekly basis. The post-holder has fortnightly 121s with the line-manager.

5. Problem Solving

- Addressing Mindfulness demand across UoE sites and departments in discussion with EUMI
- Respond quickly in emergency situations when a Chaplain is unavailable eg student or staff death, so as to ensure that support is available for staff students and families

- Contribute to planning the mindfulness budget.

6. Decision Making

- Make decisions alongside Chaplaincy staff regarding development of mindfulness work at the University.
- Decisions relevant to pastoral support given through the Listening Service or in Emergency Response.

7. Key Contacts/Relationships

Regular contact with the Chaplain as line-manager, with other Chaplains who teach on the courses, with the Chaplaincy Administrative Assistant in regard to mindfulness publicity, website and registration for courses. Regular contact with university staff and students who approach Chaplaincy for courses or drop -ins. Also contact with students and staff who request one-on-one sessions as a result of the mindfulness work, or as part of the Chaplaincy provision. Contact with staff researching mindfulness.

8. Knowledge, Skills and Experience Needed for the Job

Essential Criteria:

- Qualification to degree level
- Postgraduate MBCT or MBSR qualification (e.g. from Oxford or Bangor).
- At least three years experience of teaching mindfulness courses
- Ability to liaise effectively and sensitively with students, staff, and any one being supported by the Chaplaincy
- Ability to provide pastoral support and emergency response in a Chaplaincy setting
- Ability to work in a team
- Administration and organisation skills
- A knowledge of mindfulness research and its benefit to student and staff wellbeing
- Ability to develop a vision for mindfulness and its growth throughout the University

Desirable

- At least 3 years working in a Higher Education environment (Master practitioner required)

9. Dimensions

Has overall perspective and vision for the work of mindfulness provision at the University as this sits alongside other Chaplaincy responsibilities

10. Job Context and any other relevant information

This job has responsibility for all mindfulness work at the University