



## Further particulars

### Chapel Director (2026 – 2029)

**Free accommodation and meals throughout the year, plus a salary of £5749 p.a.; ten hours a week during term. Fixed-term from 1 September 2026, or as soon as possible thereafter, to 30 June 2029, subject to funding and continuing need.**

We have wonderful opportunity for an enthusiastic, community-minded individual to be a visible presence within the College and play an active role in college life. You will be responsible for organising a comprehensive programme of chapel events and using your knowledge of student life at Oxford to help administer a range of activities designed to support and engage our students, such as regular wellbeing classes. As part of the wider college community, you will also be involved in supporting the many events and initiatives we provide for alumni, staff and visitors as well as our own students and those from other colleges.

This is a fixed-term post, subject to funding and continuing need, designed to support an Oxford student working towards a DPhil, or a recent DPhil graduate or very early career academic who is sufficiently close enough to the Oxford student experience to be able to provide engaging, relevant and responsive services to our community. The role is designed to be managed in a few hours each week, term-time only, so as to enable the post-holder's academic pursuits to be prioritised.

The role is available from 1 September 2026 or as soon as possible thereafter to enable the post-holder to plan and prepare for Chapel activities in Michaelmas Term 2026. **Please note that accommodation is only guaranteed from 1 October 2026.**

Candidates must have suitable right to work in the UK.

#### About us

Somerville is a forward-looking and adventurous College with a reputation of openness and inclusiveness. It is among the most international of the Oxford colleges that admit both undergraduate and graduate students, and has an ethos of tolerance, friendliness,

diversity, enabling access to research and learning for all, and the pursuit of excellence in all that we do.

There are approximately 450 undergraduates reading across a wide variety of scientific, mathematical, social science and humanities disciplines and 280 graduate students at Somerville reading for masters and doctoral degrees.

More information about the College may be found on our website at [www.some.ox.ac.uk](http://www.some.ox.ac.uk)

### **The Role**

Somerville was founded as a non-denominational hall, and its Chapel was built in the 1930s as an unconsecrated 'House of Prayer for All Peoples'. This beautiful building at the heart of the College grounds is therefore now used both as an inter-faith space and in a number of different ways, including for music, art, drama and activities related to wellbeing.

One key event is a weekly 'Choral Contemplation' on Sunday evening, made up of choral music by the choir accompanied by speakers and readings from a range of faiths or none, in order to reflect the interfaith tradition of the college. These Sunday events are built around a coherent termly theme. The Chapel Director runs this programme in coordination with the Director of Chapel Music.

The Chapel Director also administers the other activities for which the Chapel is used, especially weekly wellbeing classes such as yoga and mindfulness, conducted by professional practitioners, and has a general responsibility for the use of the building by other groups.

### **Main duties and responsibilities**

Reporting to the Domestic Bursar on administrative and employment matters and the Chair of the Chapel and Music Committee on Chapel matters, the post-holder will:

1. Organise the weekly Choral Contemplation on Sunday evenings within full term and arrange for suitable speakers & readings. Liaise with the Director of Chapel Music.
2. Maintain the Chapel as an inter-faith space, and as a welcoming space inside Somerville. Encourage, participate in and organise ethical, inter- and non-faith events, which would encourage involvement of people from different traditions and perspectives, across the JCR, MCR, SCR and staff.
3. Become familiar with and involved in the inter-faith network in Oxford
4. Be a visible presence within the College community and play an active role in college life. Although the Chapel Director may in practice be consulted by students on welfare matters from time to time, it is not a primary part of the role to be a welfare officer.
5. Support the organisation of other events that arise, such as carol services, memorial meetings, etc, as required.

6. Plan all activities in advance so that necessary bookings can be secured and events advertised in good time. Towards the end of Trinity Term each year you will be expected to plan and prepare for the following Michaelmas Term.

### **Experience and abilities**

1. Able to identify and organise a coherent programme of events reflecting the inter-faith tradition of Somerville, and subjects of interest to the whole college community in the areas of ethics, culture and faith. This will require effective communication and interpersonal skills and the ability to reach agreement with others.
2. Able to work effectively with groups of people from different constituencies and identify ways of bringing these groups together in the context of the Chapel.
3. Have an engaging, personable and approachable working style so as to be a visible presence within the College community and play an active role in College life.
4. Demonstrable administrative efficiency, so as to be able to run the Chapel building and timetable.
5. An awareness of and interest in inter-faith work
6. A good understanding of Equality, Diversity and Inclusion at Oxford and the ability to ensure that EDI is embedded into all Chapel activities.
7. Currently a member of the Collegiate University, such as a postgraduate research student undertaking a DPhil, or a post-doctoral researcher having completed their DPhil ideally no more than two years prior to the appointment start date (allowing for any interruptions such as family leave). Must have an understanding and awareness/experience of the Oxford student experience and the current issues relating to the wider student community.

### **What we offer**

Full terms and conditions of employment will be provided in writing to the successful candidate. The information below is for guidance only and does not constitute the contract of employment.

**Duration** - This post is subject to funding and continuing need and is tenable for a maximum fixed-term of 3 years from the date of appointment.

**Salary, meals and accommodation** - The successful candidate will be entitled to breakfast, lunch and dinner in college whenever the kitchens are open. Single en-suite accommodation will also be provided free of charge. In addition, there will be an annual salary of £5,749.

**Working hours** - An average of 10 hours per week, per term (0<sup>th</sup> to 9<sup>th</sup> week inclusive). The College Chapel is within the College grounds at Somerville College, Woodstock Road, Oxford OX2 6HD. The post-holder will be provided with office space, which may be shared.

Annual leave - The salary includes pay in respect of an annual leave entitlement equivalent to 38 days per year (pro-rata). Annual leave is to be taken outside of term.

**Other benefits** - Enhanced sickness and family leave benefits, membership of a contributory pension scheme and life assurance benefit.

**College facilities** - The post-holder will have full use of the College facilities including the Senior Common Room, Library and on-site gym. Somerville also has a small, on-site Nursery providing childcare for under-fives.

### **Application Procedure**

1. Applications should be made online at [www.some.ox.ac.uk/jobs](http://www.some.ox.ac.uk/jobs)
2. You must submit all elements of your application by **5:00 p.m. on 25 May 2026**
3. Your application must include:
  - A covering letter, highlighting your suitability and motivation for the post
  - Your CV with details of qualifications and previous work experience
  - the names of two referees
4. You should ask your referees to write directly to [recruitment@some.ox.ac.uk](mailto:recruitment@some.ox.ac.uk) by **5:00 p.m. on 25 May 2026** and you should supply each referee with a copy of these further particulars. Please note that it is your responsibility to ensure that references are submitted promptly, as we will not approach your referees directly. References must be submitted by the application deadline. You can find a copy of these further particulars at [www.some.ox.ac.uk/jobs](http://www.some.ox.ac.uk/jobs)

### **Information for referees**

We would be grateful for your comments on the candidate's suitability for the role based on the selection criteria outlined above. Where applicable, in the case of DPhil supervisors who are providing a reference, it would also be helpful to have your assessment of the candidate's ability to combine the role with the demands of their DPhil.

**Interviews will be held, in person in Oxford, on Tuesday, 9 June 2026 in the morning.**

### **Communications:**

We will communicate with applicants by email regarding the status and outcome of their application. Please state clearly in your application if email communication is not a convenient method of communicating with you.

### **Your data**

All data supplied by candidates will be used only for the purposes of determining their suitability for the post and will be held in accordance with the principles of the General Data Protection Regulations 2018 and the College's policies. Further details are available at <https://www.some.ox.ac.uk/privacy-foi/privacy-notice/>

## **Equal Opportunities**

The policy and practice of the University of Oxford and of Somerville College require that all staff are afforded equal opportunities within employment. Entry into employment and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation. Where suitably qualified individuals are available, selection panels will contain at least one member of each sex.

### **Any offer of employment will be subject to the following:**

#### 1. Documentary proof of right to work in the UK

The Immigration, Asylum and Nationality Act 2006 makes it a criminal offence for employers to employ someone who is not entitled to work in the UK. We therefore ask applicants to provide proof of their right to work in the UK before employment can commence. Our Human Resources team will provide further details at the appropriate stage in the recruitment process.

#### 2. Satisfactory references

Please see above for details of how references should be submitted

#### 3. Evidence of qualifications

You will be asked to provide original certificates and documentation to evidence any qualifications or training that is required for the role and that has been stated by you as having been obtained.

#### 4. Medical fitness

Please note that any offer of employment will be conditional upon receipt of a completed pre-employment medical declaration. It may also be necessary to refer the successful candidate to our Occupational Health provider for confirmation that the candidate is medically fit for the post (allowing for any reasonable adjustments that may be required, in line with the provisions of the Equality Act 2010).

#### 5. Further checks

Where required for the role, further checks, such as DBS, may be required. We will advise applicants of the need for any additional checks as appropriate.