



**STELLA MARIS**

**Appointment of  
Regional Port Chaplain – Kent/Medway  
Candidate Pack**



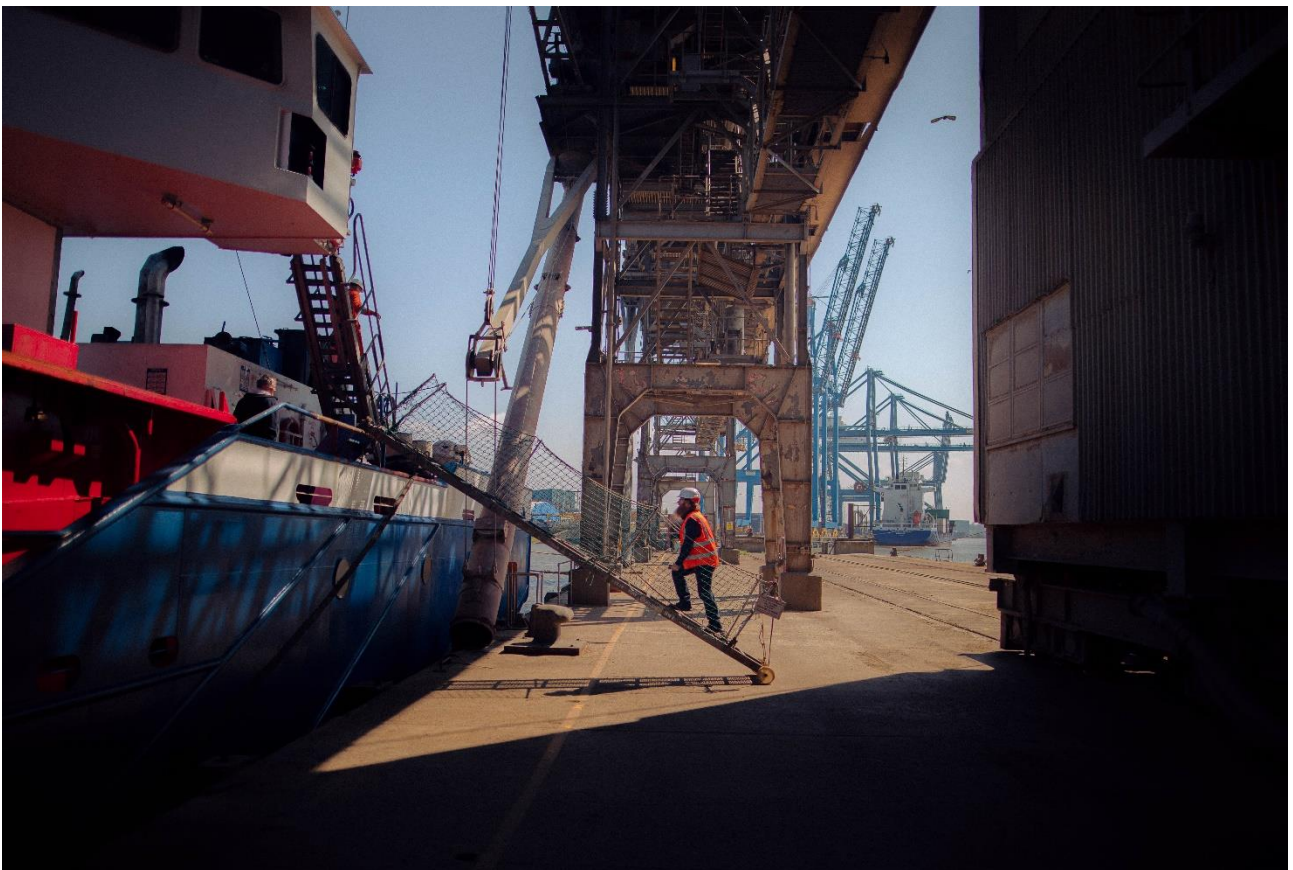
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Thank you for your interest in this post. This information pack is designed to help you with your application. Please read it carefully before submitting your application. If you have any questions that are not addressed in this pack, then please contact:

Rev. Nick O'Neill      Senior Area Port Chaplain for South of England and Wales  
(Stella Maris UK)

Email:      [nicholas.oneill@stellamarismail.org](mailto:nicholas.oneill@stellamarismail.org)



## Welcome

Thank you for your interest in the role of Regional Port Chaplain for the Kent/Medway area. Our name translates as the 'Star of the Sea' and has long been the favoured title by which Catholic seafarers refer to the mother of God, in whose protection they have traditionally placed their trust.

**History.** Formerly known as Apostleship of the Sea, Stella Maris was founded in Glasgow in 1920. While the nature of our work has evolved along with changes in the maritime industry, what hasn't changed are the founding beliefs that are at the heart of what we do. These beliefs are fair working conditions, respect for human rights and that we always offer our very best. Please take time to read more about our history here: <https://stellamaris.org.uk/our-history/>

**Mission.** Our mission is to provide pastoral, practical and spiritual support to seafarers, fishers and their families, regardless of regardless of creed, gender or ethnicity, and primarily by ship visiting.

**The Future.** It's our goal to improve the first-class service we currently deliver, so that Stella Maris continues to grow to reach more seafarers, fishers and their families. The job description and person specification will tell you more about the role, and the type of person we are looking for. Our website ([www.stellamaris.org.uk](http://www.stellamaris.org.uk)) provides further detail regarding our mission and values, and the difference we make in the lives of the 'People of the Sea.'



Tim Hill MBE  
Chief Executive Officer / National Director



**“Each of you should use whatever gift you have received to serve others, as faithful stewards of God’s grace in its various forms.” 1 Peter 4:10**

**Who we are.** Stella Maris is the largest ship visiting network in the world, with over 1,000 chaplains and volunteers in 330 ports across 60 countries. Stella Maris UK employs a team of 22 chaplains supported by 75 volunteer ship visitors, and numerous port parish contacts in the heart of the community. Within the Management Team, our support staff of 18 people are primarily based in our London office, with some members of staff working from Scotland and the Regions. As an organisation, we work extremely closely with the clergy, our sister maritime charities, as well as national and international maritime organisations and industry. If you share our passion to support the People of the Sea and the mission of Stella Maris, then I very much look forward to hearing from you.



Rev. Nick O'Neill  
Senior Area Port Chaplain for South of England and Wales







STELLA MARIS

## Job Description

- Title of post:** Regional Port Chaplain Kent/Medway
- Responsible to:** Senior Area Port Chaplain
- Hours:** Full-time, 40 hours per week
- Responsible for:** Stella Maris Ship Visitors and other local volunteers

### MAIN PURPOSES OF THE JOB

The Stella Maris (SM) Regional Port Chaplain will promote the vision, mission, and values of SM in caring for all seafarers and fishers by helping to meet their pastoral and spiritual needs. He/she will recruit, train and support SM staff and volunteers for the port and will maintain good relations with local parishes and the local diocese. He/she will work ecumenically with members of other Christian maritime societies with whom SM works.

### DUTIES AND RESPONSIBILITIES

1. To meet the welfare and pastoral needs of all seafarers and fishers equally according to their needs and wishes. To be an advocate on their behalf, upholding the dignity of each. Through regular and frequent ship visiting, to understand the working and living conditions of the seafarer and fishers and be able to work for justice and for the well-being of all crew members without distinction.
2. To address the communication needs of seafarers, providing transport, news, and access to telephone and internet facilities.
3. To address the welfare needs of seafarers and fishers, including support with money transfers, hospitality, and crisis support, e.g. abandonment, injury and death, detainment, bereavement, advice and access to medical care.
4. To meet the ecclesial, spiritual, and sacramental needs of Catholic seafarers and fishers; to facilitate the religious and spiritual needs of others and to be a pastor to all, sharing one's faith as appropriate.
5. To participate in SM conferences, ongoing formation and other professional courses as required.
6. To supporting seafarer centre functioning.
7. To recruit, train, develop and retain a SM ship visiting volunteer team.

8. To represent SM on the local Port Welfare Committee(s), to include attending such meetings and submitting reports.
9. To liaise and maintain good working relationships with all port stakeholders, including the Maritime and Coastguard Agency, the International Transport Workers' Federation, port health, harbour masters, dockers, security, and shipping agents.
10. To work in an ecumenical and multi-faith context by respecting the differing religious and spiritual needs of seafarers drawn from diverse regions throughout the world.
11. To encourage and support the development of an ecumenical service to seafarers through engagement with our ecumenical colleagues, including the Mission to Seafarers, The Fishermen's Mission, The Sailors' Society (to name a few).
12. To engage with local maritime colleges.
13. To engage with the local press, in particular the local Catholic diocesan press.
14. To represent and be a proactive advocate for SM at Deanery meetings, in local parishes, in schools, with diocesan Justice and Peace networks, with migrant communities, in the local Catholic community and in the local community as a whole.
15. To support the Fundraising and Communications team with the development of local fundraising initiatives.
16. To promote SM internally and externally so as to ensure a highly motivated workforce and a positive external image.

No job profile can cover every issue which may arise within the post at various times and the post holder is expected to carry out other duties from time to time.



# Person Specification

## Regional Port Chaplain for Kent/Medway

### General Info

Stella Maris UK is a well-known and respected charity within the maritime industry. We are the largest ship visiting network in the world. As a regional chaplain, you will be responsible for being the face of the charity when visiting ships, seafarers, fishers and their families. You will also be representing the charity at meetings, conferences, events and any other required functions. You will need to be effective, efficient, well organised, confident and comfortable in working with all other stakeholders, organisations and charities whilst undertaking various tasks in and out of the port environment.

The role will also require interactions and communication with various staff members at head office, the Senior Area Port Chaplain and other members of the team, as well as communicating and building relationships with local Catholic parishes. You may also be asked to attend various meetings or gatherings where you would be asked to give a presentation on the work of Stella Maris.

It will be vitally important to be flexible whilst working within this role and environment using as much effective time management as possible, but remaining creative and using initiative when necessary, in certain situations and circumstances.

The role of chaplain can often be a lonely and sometimes isolated role that may require some out of hours working. Things do not always go according to plan and sometimes you may not be welcomed onboard. The role can be challenging mentally, emotionally and sometimes physically (long, steep gangways to board ships). You will be part of a bigger team that has chaplains spread out through the South of England and Wales, as well as being part of the large team of chaplains in the North of England, Scotland and Northern Ireland. Chaplains in South of England and Wales area gather together for a retreat and social time once a year, and the whole organisation will also meet annually for a retreat and staff conference.

Supporting seafarers is a varied, demanding, rewarding, fulfilling and vital ministry.

### Required Elements

- Roman Catholic
- Full UK Driving Licence
- Able to work independently and without supervision
- Be able to use own initiative
- Happy to manage and be responsible for a small team of volunteers
- Good interpersonal/social skills
- Able to interact and be comfortable around a diverse range of people
- Willing to work ecumenically (with those of other faiths and those of no faith)
- Be competent in basic IT and using Word, Excel, Teams and databases
- Knowledge of the geographical area
- Flexible
- Good time management
- Resilient

## Salary and Conditions of Service

**Salary:** £30,000 per annum.

**Hours of work:** 40 hours per week

**Location:** Ports and harbours in the Kent/Medway area as well as some working from home

**Leave arrangements:** 28 days per annum plus bank and statutory holidays.

**Pension:** Stella Maris operates a pension scheme (up to 6% matching contributions).

Full details, and terms and conditions of employment will be issued if an offer of employment is made.

## Recruitment Process

If you would like to apply for this position, please send the following to [info@stellamarismail.org](mailto:info@stellamarismail.org) :-

- An up-to-date CV outlining your employment history, academic and professional qualifications, and contact details.
- A supporting statement (no more than 2 x A4 pages) demonstrating how you meet the criteria outlined in the person specification and why you are interested in becoming the Regional Port Chaplain for Kent/Medway.

## Key Dates

Closing date for applications	1200 hours on Friday 5 <sup>th</sup> January 2024
Short listing	8 – 10 January 2024
Candidates notified of shortlisting results	Thursday 11 <sup>th</sup> January 2024
1 <sup>st</sup> Round of Interviews in Sheerness	Monday 15 <sup>th</sup> January 2024
2 <sup>nd</sup> Round of Interviews (if required)	Wednesday 17 <sup>th</sup> January 2024
Candidates notified of outcome	Friday 19 <sup>th</sup> January 2024

