National Offender Management Service

Job Description (JD)

Band 5

Group Profile – Chaplain (C)

Job Description – C : Roman Catholic Ordained Deacon, Religious Brother Sister, Lay Person

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Job Description

Job Title	C : Roman Catholic Ordained Deacon, Brother Sister, Lay Person
Group Profile	Chaplain
Organisation Level	Chaplain
Band	5

Overview of the job	This is a chaplaincy job in an establishment which provides pastoral and faith specific care to prisoners and staff
Summary	The job holder will provide for the religious care of prisoners and staff in the Roman Catholic faith tradition and appropriate pastoral care for all irrespective of faith or tradition. The job holder will work with colleagues to ensure the delivery of the specification "Faith and Pastoral Care", and also the broader work of chaplaincy in delivering faith and non faith based courses. Will contribute to the process by which the Governor and Head of Chaplaincy/Profession at HQ are assured that the specification is being delivered. The job holder will engage with, and build contacts with their own faith community towards aiding the resettlement of offenders. This is a non-operational job with no line management or supervisory responsibilities.
Responsibilities, Activities and Duties	The job holder will be required to carry the following responsibilities, activities and duties: • Act as faith advisor in the establishment providing advice, pastoral care and spiritual welfare to prisoners, staff and their families as requested • Facilitate and deliver opportunities for worship study and religious programmes • Contribute towards the development of local policy, procedures and practice • Provide mentoring and personal support for other chaplains and volunteers including following incidents • Be part of the provision of available and accessible chaplaincy care at all times • Plan and lead worship and prayer / faith specific meetings • Provide pastoral care to prisoners and help to provide support and bring resolution to crisis situations where required • Nurture Chaplaincy volunteers in their contribution • Facilitate services provided by contractors and volunteers • Work collaboratively with other Chaplains and Managing Chaplain on the maintenance and provision of facilities for worship and prayer • Ensure your prison community is aware of relevant religious events and coordinate establishment support for these • Acquire and distribute appropriate religious literature, supplies and materials • Contribute to training programmes and materials for staff and volunteers • Proactive in forging links with their local faith communities and other agencies, as relevant and consider ways in which these

	communities/agencies may become involved in mentoring prisoners on release • Participate in developing ways for improving and achieving Service Delivery Indicators (SDI) • As required, undertake and ensure that all relevant administration, data collection and analysis including relevant SDIs are collated • Be part of the organisation and delivery of Faith Awareness Training for staff • Take responsibility for your own spiritual health and development, allowing time for private prayer, study and retreat • Provide appropriate support to the establishment in the absence of the Managing Chaplain • Actively support the Assessment, Care in Custody and Teamwork (ACCT) process • Attend relevant boards/meetings and actively contribute either as chair or team member The duties/responsibilities listed above describe the post as it is at present and is not intended to be exhaustive. The Job holder is expected to accept reasonable alterations and additional tasks of a similar level that may be necessary. Significant adjustments may require re-examination under the Job Evaluation scheme and shall be discussed in the first instance with the Job Holder

Competencies	All of the competencies in the National Offender Management Services (NOMS) Competency Quality Framework (CQF) are relevant to this group profile. For the purpose of selection the following competencies will be measured: • 3. Making Effective Decisions • 4. Leading and Communicating • 9. Managing a Quality Service • 11. Achieving a Safe and Secure in Environment • 13. Caring
Minimum Eligibility	• All candidates are subject to security and identity checks prior to taking up post • All external candidates are subject to 6 months probation. Internal candidates are subject to probation if they have not already served a probation period within NOMS • All staff are required to declare whether they are a member of a group or organisation which the Prison Service consider to be racist
Essential Skills/ Qualifications/ Accreditation/ Registration	Be an ordained Permanent deacon, Religious Brother or Sister or a suitably qualified lay person of the Roman Catholic Church. Formal endorsement in the form of recognition from the appropriate Diocesan Bishop or Religious Superior* (evidence required before appointment). An ability to fulfil all spoken aspects of the role with confidence through the medium of English or (where specified in Wales) Welsh

Hours of Work and Allowances	37 hour working week Unsocial Hours Working will be confirmed by the Recruiting Manager and only paid

	where applicable: Unsocial Hours Working This role requires working regular unsocial hours and a 17% payment will be paid in addition to your basic pay to recognise this. Unsocial hours are those hours outside 0700 - 1900hrs Monday to Friday and include working evening, nights, weekends and Bank / Public holidays.