**7896 - Full -Time Chaplain: Free Church Non Ordained or Lay person or Free Church Ordained**

Salary

£32,405 - £36,476

Number of jobs available

1

Detail of reserve list

12 Months

Region

East Midlands

City/Town

Grantham , Melton Mowbray , Oakham , Stamford

Building/Site

HM Prison Stocken, LE15 7RD

Grade

HEO

Organisation Grade for HMPPS

Band 5

Post Type

Permanent

Working Pattern

Full Time

Role Type

Chaplaincy

Job description

We encourage applications from people from all backgrounds and aim to have a workforce that represents the wider society that we serve. We pride ourselves on being an employer of choice. We champion diversity, inclusion and wellbeing and aim to create a workplace where everyone feels valued and a sense of belonging. To find out more about how we do this visit: <https://www.gov.uk/government/organisations/ministry-of-justice/about/equality-and-diversity>.

**Overview**

Job holders within this Group Profile will provide religious and pastoral care of prisoners and staff in their own faith tradition and have an understanding/ knowledge of other differing faiths.

**Characteristics**

Typical tasks associated with this Group Profile include:

·        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

·        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

·        Be 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 targets As required, undertake and ensure that all relevant administration, data collection and analysis including relevant  targets are collated

·        Be part of the organisation and delivery of Faith Awareness Training for staff

·        Undertake Diocesan Ministerial Reviews, where appropriate

·        Provide appropriate support to the establishment in the absence of the Managing Chaplain

·        Actively support the Assessment, Care in Custody and Teamwork (ACCT) process

**Job Descriptions relating to this Group Profile**

·   Chaplain : Anglican Ordained Bishop, Priest, Deacon, Religious Brother/Sister, Church Army Evangelist, Reader (as set out in Canon E4 of the Canons of the Church of England or direct equivalent in other Anglican provinces)

·   Chaplain : Christian Chaplain - Ordained Priest or Free Church equivalent

·   Chaplain : Christian Ordained Deacon Religious Brother Sister Lay Person

·   Chaplain : Free Church Non Ordained Deacon or lay Person

·   Chaplain : Free Church Ordained

**Essential Experience**

Must complete specific training to hold the qualifications required for area of specialism outlined on the relevant Job Description.

**Anglican:**

**Ordained Bishop, Priest or Deacon**

·        Be an ordained member of the Anglican Communion (or of churches that are part of the Porvoo Agreement).

·        Have formal endorsement in the form of the licence of the Diocesan Bishop. Or

**Reader, Religious Brother/Sister, Church Army Evangelist**

·        Be a Reader (as set out in Canon E4 of the Canons of the Church of England or direct equivalent in other Anglican provinces).

·        Be a Religious sister or brother, Church Army Evangelist or other appropriately qualified or licensed minister in the Anglican tradition, subject to agreement from the Anglican Bishop to HM Prisons.

·        Have formal endorsement in the form of the licence of the Diocesan Bishop.

All must have:

·        signed the Church of England documentation on mutual flourishing or Church in Wales equivalent;

·        demonstrable knowledge of Anglican theology and religious practice; and

·        formal endorsement from the HMPPS Anglican Faith Advisor confirming eligibility and suitability.

**Free Church:**

·        All **Free Church chaplains** are trained faith practitioners in their own communities. They are accountable to, and accredited by an eligible denomination as listed on the Free Churches Group website. They will either:

o    Be a minister (lay or ordained) of a Free Church denomination which is a member of the Free Churches Group, or

o    Be a minister (lay or ordained) of a Free Church denomination which is listed by the Free Churches Faith Advisor as an 'Additional Denomination'.

**Denominations** listed as an "Additional Denomination" will satisfy all of the following:

•      have a distinctive Free Church theology;

•      be national members of either Churches Together in England or Cytun;

•      have formally requested inclusion on the 'Additional

Denomination' list;

•      have agreed to abide by the "Joint Working Protocol for Prison Chaplains" established between the Free Churches Group, Churches together in England and Cytun.

·        **Ordained Chaplain**s (including ordained deacons) will have completed a formal professional formation process appropriate to their denomination which satisfies that denomination of their ability to effectively practice and fulfil the skills and competencies required of an ordained minister. Where an ordained chaplain is appointed within the first two years of their ordination then the denomination will be required to demonstrate to the Free Churches Faith Advisor the additional support to be given during this crucial stage of ministry development.

·        **Non-ordained Chaplains** will have completed a level of study in a theological or biblical discipline which enables them to be recognised by their denomination as a non-ordained minister.

·        Formal endorsement of the candidate's denominational accreditation will be

required from the Free Churches Faith Advisor to HMPPS.

·        Church leaders at a regional or national level, i.e. Moderators, Chairs, Regional Ministers etc. will be asked to provide written confirmation to the Faith Advisor attesting to the credentials, qualifications and accountability of each candidate. (This evidence will be required before appointment and thereafter periodically according to HMPPS vetting policy.)

·        **Required qualifications for Prison Chaplains**. All Free Churches Chaplains will be expected to hold a formal recognised qualification in theology or religious study, normally to UK University undergraduate Diploma standard.

·        **Requirement for Continuing Professional Development** (CPD). In order to maintain endorsement by the Free Churches Faith Advisor all chaplains will be required to demonstrate regular continuing reflection or training contributing towards their professional development as ministers. This will be recorded and assessed on an annual basis by the Free

**Orthodox:**

**Ordained Priest or Bishop**

·        Be an ordained priest or bishop of the Orthodox Church in Communion with the See of Constantinople, and/or Antioch, Jerusalem, Alexandria.

·        Will normally need to have been in Holy Orders for a minimum of three years. Have formal endorsement in the form of the certificate of Ordination of a Bishop, Metropolitan or Patriarch. \*(Evidence required before appointment or approval from HMPPS Faith Advisor subject to agreement from Orthodox Advisor to HMPPS/ Orthodox Bishop's Pastoral Committee).

**Ordained Deacon, Subdeacon, Religious Brother/Sister/ Reader**

·        Be an Ordained Deacon, Subdeacon, Reader or monastic or be qualified by the Bishops for this ministry.

·        Have formal endorsement in the form of the certificate of Ordination or qualification from a Bishop, Metropolitan or Patriarch. \*(Evidence required before appointment or approval from HMPPS Faith Advisor, subject to agreement from Orthodox Advisor to HMPPS/ Orthodox Bishop's Pastoral Committee.)

**Unsocial hours**

This role requires working regular unsocial hours . Unsocial hours are those hours outside 0700 - 1900hrs Monday to Friday and include working evenings, nights, weekends and Bank / Public holidays.

Additional Information

**Working Arrangements & Further Information**

Some of MoJ’s, including HMPPS, terms and conditions of service are changing as part of Civil Service reform. The changes will apply to staff joining MoJ who are new to the Civil Service. Staff joining MoJ from other civil service employers will transfer onto the new MoJ terms if they are already on 'modernised' terms in their current post or onto 'unmodernised' MoJ terms if they are on 'unmodernised' terms at their current post. Details will be available if an offer is made.

Standard working hours for this post are 37 hours per week excluding breaks which are unpaid.

If you are a current NPS employee, this vacancy may be available on a Loan basis for up to 2 years. Applications are invited from suitable qualified staff.

The Loan/Secondment is subject to the approval of the selected candidate's Business Unit, which should be obtained before confirmation of appointment.

**Benefits**

**Annual Leave**

-The holiday year runs from 1 March. If you work a non standard work pattern your leave entitlement may be expressed in either hours or days as appropriate. Leave entitlement is calculated on a pro-rata basis and you will be advised of your actual entitlement on appointment. If you were appointed internally and your leave was previously calculated in days, this will continue to be the case.

**Bank, Public and Privilege Holidays**

You are entitled to 9 days (66 hours 36 minutes) in recognition of bank, public and privilege holidays. These hours are added to your annual leave allowance. There is a requirement to work some public and bank holidays subject to your shift pattern and the operational needs of the establishment

**Pension**

-The Civil Service offers a choice of two pension schemes, giving you the flexibility to choose the pension that suits you best.

**Work Life Balance**

-HM Prison & Probation Service (HMPPS) is keen to encourage alternative working arrangements. Work life balance provides greater opportunities for staff to work more flexibly wherever managers and establishments can accommodate requests to do so. HMPPS offers flexible working subject to completion of a satisfactory probationary period and NVQ

**Season Ticket Advance**

-After two months’ service, you’ll be eligible to apply for a season ticket advance to purchase a quarterly or longer-period season ticket for travel between home and your place of work

**Childcare Vouchers**

For any moves across the Civil Service may have implications on your ability to carry on claiming childcare vouchers

**Training**

-HMPPS is committed to staff development and offers a range of training and development opportunities, including areas such as Equality and Diversity, Dealing with Challenging Behaviour, Suicide Prevention and Anti Bullying Programmes

-There are opportunities to access promotion programmes and HMPPS provide a variety of training appropriate to individual posts

-All staff receive security and diversity training and an individual induction programme into their new roles

**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 probationary period within HMPPS

-All staff are required to declare whether they are a member of a group or organisation which HMPPS considers to be racist

**Support**

* A range of ‘Family Friendly’ policies such as opportunities to work reduced hours or job share.
* Access to flexible benefits such as voluntary benefits, retail vouchers and discounts on a range of goods and services.
* For moves to or from another employer or moves across the Civil Service this can have implications on your eligibility to carry on claiming childcare vouchers. You may however be eligible for alternative government childcare support schemes, including Tax Free Childcare. More information can be found on [GOV.UK](https://www.gov.uk/help-with-childcare-costs/tax-free-childcare) or [Childcare Choices](https://www.childcarechoices.gov.uk/). You can determine your eligibility at <https://www.childcarechoices.gov.uk/>.
* Paid paternity, adoption and maternity leave.
* Free annual sight tests for employees who use computer screens.

**Working for the Civil Service**

The [Civil Service Code](http://civilservicecommission.independent.gov.uk/code/) sets out the standards of behaviour expected of civil servants.

We recruit by merit on the basis of fair and open competition, as outlined in the Civil Service Commission's [recruitment principles](https://civilservicecommission.independent.gov.uk/recruitment/recruitment-principles/). Should you feel that the recruitment process has breached the recruitment principles you are able to raise a formal complaint in the following order

1- To Shared Service Connected Ltd (0845 241 5358 (Monday to Friday 8am - 6pm) or e mail Moj-recruitment-vetting-enquiries@gov.sscl.com);

2- To Ministry of Justice Resourcing (resourcing-services@justice.gov.uk);

3- To the Civil Service Commission (details available here)

The Civil Service embraces diversity and promotes equal opportunities. As a Disability Confident employer, MoJ are committed to providing everyone with the opportunity to demonstrate their skills, talent and abilities, by making adjustments throughout all elements of the recruitment process and in the workplace. MoJ are able to offer an interview to disabled candidates who meet the minimum selection criteria, except in a limited number of campaigns.

You will be able to request reasonable adjustments to the recruitment process within the application form. If you need additional help completing the application form, please contact the SSCL Recruitment Enquiries Team.

We encourage applications from people from all backgrounds and aim to have a workforce that represents the wider society that we serve. We pride ourselves on being an employer of choice. We champion diversity, inclusion and wellbeing and aim to create a workplace where everyone feels valued and a sense of belonging. To find out more about how we do this visit: <https://www.gov.uk/government/organisations/ministry-of-justice/about/equality-and-diversity>.

Interview dates

Interviews expected to be arranged from 20th October onwards.

Closing Date:

06/10/2021, 23:55 hours.

Contact information

If you require any assistance please call 0845 241 5358 (Monday to Friday 8am - 6pm) or e mail [Moj-recruitment-vetting-enquiries@gov.sscl.com](mailto:Moj-recruitment-vetting-enquiries@gov.sscl.com). Please quote the job reference - 47896.

Level of security checks required

Counter-Terrorism Check (CTC)

Success Profiles

Success Profiles will enable a fairer and more inclusive method of recruitment by enabling us to assess the range of experiences, abilities, strengths, behaviours and technical/professional skills required for different roles. This flexible approach to recruitment focuses more on finding the right candidate for the specific role. To find out more about Success Profiles to support your application please [**click here for further guidance**](https://www.gov.uk/government/publications/success-profiles).

if you feel that your application has not been treated in line with the Civil Service Recruitment Principles, please contact SSCL ([Moj-recruitment-vetting-enquiries@gov.sscl.com](mailto:Moj-recruitment-vetting-enquiries@gov.sscl.com)) in the first instance

We have provided detail of the assessment stages and areas being assessed to help you prepare for completing your application form, and to advise of what will be assessed following this, if you successfully pass the application stage.

**Application form stage assessments**

**Behaviours**

Leadership - 250 word limit

Managing a Quality Service - 250 word limit

**Experience**

CV

**Interview stage assessments**

There is 1 interview stage for this vacancy.

**Behaviours**

Communicating and Influencing

Developing Self and Others

Leadership

Making Effective Decisions

Managing a Quality Service

Working Together

**Experience**

Faith-specific experience.

Experience with diverse and vunerable people.

**Technical Skills**

Chaplains are required to meet the Faith Eligibility Requirements for their chosen faith as outlined within the Group Profile

Strengths may also be assessed at interview but these are not shared in advance.

**Additional Assessment(s)**

Presentation

Role Play

Written Exercise