



HM Prison &  
Probation Service

## **Job Description (JD)**

### **Band 7**

### **Group Profile – Senior Chaplain (SC)**

### **Job Description – SC : Managing Chaplain**

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## Job Description

<b>Job Title</b>	SC : Managing Chaplain
<b>Group Profile</b>	Senior Chaplain
<b>Organisation Level</b>	Functional Management
<b>Band</b>	7

<b>Overview of the job</b>	This is a management job which provides leadership and facilitates/enables religious and pastoral care to prisoners and staff within an establishment.
<b>Summary</b>	<p>The job holder will be responsible for leading and managing the multi faith chaplaincy team</p> <p>The job holder will provide for the religious and pastoral care of prisoners and staff in their own faith tradition, and appropriate pastoral care for all irrespective of faith tradition.</p> <p>The job holder will be responsible for ensuring the delivery of the specification “Faith and Pastoral Care”, the broader work of Chaplaincy in delivering faith and non faith based courses and ensuring the Governor and Head of Chaplaincy/Profession at Headquarters is provided with assurance that the specification “Faith and Pastoral Care” is being delivered.</p> <p>This is a non-operational job with line management responsibilities.</p>
<b>Responsibilities, Activities and Duties</b>	<p>The job holder will be required to carry out the following responsibilities, activities and duties:</p> <ul style="list-style-type: none"> <li>• Responsible for leading and managing the multi faith chaplaincy team ensuring chaplains are available and accessible to prisoners</li> <li>• Ensure chaplains are receiving training and development opportunities</li> <li>• Provide pastoral care and seek to ensure spiritual welfare of prisoners and staff</li> <li>• Responsible for arranging and leading worship for own faith community</li> <li>• Provide expert faith advice within establishment and be responsible for supporting the establishment in ensuring faith groups observe their religious holy days and festivals</li> <li>• Acquire and distribute appropriate religious literature, supplies and materials.</li> <li>• Responsible for leading on developing relationships with various support and volunteer groups</li> <li>• Responsible for the contact strategy with outside faith based agencies to help with the resettlement of prisoners</li> <li>• Responsible for planning and leading workshops and prayer/faith specific meetings</li> <li>• Responsible for ensuring input into, and contributing to, safeguarding, allocations, referrals, inductions and Diversity Race Equality Action Team (DREAT), as appropriate</li> <li>• Responsible for ensuring and delivering awareness programmes for prisoners, including bereavement programmes and lifer programmes, as applicable, and local Faith Awareness Training for staff</li> <li>• Work closely with Safer Custody to ensure issues such as deaths in custody procedures, Assessment Care in Custody Teamwork (ACCT) and Violence</li> </ul>

	<p>Reduction are delivered in-line with National Offender Management Services (NOMS) standards</p> <ul style="list-style-type: none"> <li>• Responsible for ensuring, and contributing to, supporting prisoners in dealing with bereavement by liaising with families/prisoners and other third parties e.g. hospitals, Coroners offices</li> <li>• Plan, organise hospital visits, weddings, funerals, memorial services, where appropriate</li> <li>• Responsible for ensuring and contributing to the delivery of daily statutory duties which include interviewing all new prisoners, visiting prisoners in healthcare and Care and Separation Unit (CSU) responding to prisoner applications and being available prior to discharge</li> <li>• Responsible for ensuring the involvement of the Chaplaincy team in resettlement issues as appropriate, and engage and build contacts with own faith community towards aiding the resettlement of prisoners</li> <li>• Responsible for ensuring and contributing to prisoner reports including, Lifer Reports, and Parole Reports as appropriate</li> <li>• Responsible for the use of the chaplaincy facilities and maintenance of the equipment used</li> <li>• Ensure appropriate training for chaplaincy volunteers; nurture volunteers in their contribution</li> <li>• Where appropriate act as Official Prison Visitor Liaison Officer</li> <li>• Ensure effective administration of chaplaincy, including prisoner lists for events, records updated etc</li> <li>• Provide mentoring and personal support for other chaplains and volunteers, including following incidents</li> <li>• Take responsibility for your own spiritual health and development, allowing time for private prayer, study and retreat</li> </ul> <p>Undertake other management tasks including:</p> <ul style="list-style-type: none"> <li>• Accountable for the performance of the Chaplaincy team and the staff within it. Manage the achievement of qualitative and quantitative standards including Service Delivery Indicators (SDI's) within the function, verifying and signing off documentation as appropriate. Analyse and act upon data which is relevant to Chaplaincy</li> <li>• Ensure that all staff within the Chaplaincy team contribute to providing decent conditions for prisoners and a safe working environment for staff</li> <li>• Promote prison service policy in all activities and behaviours e.g. promote diversity, decency, safety and reducing re-offending agendas</li> <li>• Will have the skills to apply all Human Resources (HR) related policies and practices and be able to carry out all aspects of people management such as attendance management, disciplinary investigations, performance management and staff appraisals</li> <li>• Responsible for ensuring prisoner's complaints (including those involving litigation claims) relevant to the Chaplaincy team, have been dealt with in accordance with policy</li> <li>• Produce relevant reports as required and ensure all correspondence is replied to within agreed timescales</li> <li>• Oversee the compilation and achievement of any performance improvement programmes, reporting on progress regularly as appropriate</li> <li>• Manage the appropriate authorisation of financial compliance statements</li> <li>• Manage devolved budgets in accordance with the financial procedures outlined in the budget delegation</li> <li>• Ensure that Chaplaincy produces and analyses audit and establishment performance management information identifying variances and areas requiring improvements</li> <li>• Contribute to the establishment's overall achievement of (SDIs) and standards and be accountable for the performance and delivery of targets relating to the budget and People Plan for the function</li> <li>• Responsible for leading the development of local policy, procedures and practice and the implementation of national policy in relation to the chaplaincy service and lead activities. Contributes toward the development of general NOMS local policy, procedures and practice. Ensures that current</li> </ul>
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	<p>Chaplaincy practice is in line with policy (both national and local)</p> <ul style="list-style-type: none"> <li>• Contribute to the development and delivery of the medium-to-long term strategic and business plan for the establishment, with overall responsibility for implementation within their function</li> <li>• Attend relevant boards/meetings and actively contribute either as chair or team member</li> <li>• Responsible for ensuring work areas and associated activities comply with Health and Safety legislation. Ensure all risk assessments are undertaken and staff are made aware of their personal responsibility towards Health and Safety compliance</li> <li>• Work collaboratively and provide constructive challenge to colleagues to ensure that their own and other functions are joined up and together contribute towards the overall delivery of the establishments performance</li> <li>• Contribute to the preparation of the establishment contingency and emergency plans and ensure implementation when required.</li> <li>• Carries out investigations and administration in relation to incidents of potential discrimination and reports on findings.</li> <li>• Responsible for ensuring relevant actions arising from Standard Audit, Her Majesty Inspectorate of Prisons (HMIP) Action Plans, Managing Quality of Prison Life (MQPL) surveys including local self audit action plans and Resettlement strategies are delivered</li> </ul> <p>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.</p>
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<b>Competencies</b>	<p>For the purpose of selection the following competencies will be measured:</p> <ul style="list-style-type: none"> <li>• 3. Making Effective Decisions</li> <li>• 4. Leading and Communicating</li> <li>• 9. Managing a Quality Service</li> <li>• 11. Achieving a Safe and Secure in Environment</li> <li>• 13. Caring</li> </ul>
<b>Minimum Eligibility</b>	<ul style="list-style-type: none"> <li>• All candidates are subject to security and identity checks prior to taking up post</li> <li>• 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 HMPPS</li> <li>• All staff are required to declare whether they are a member of a group or organisation which the Prison Service considers to be racist</li> </ul>

<b>Essential Skills/ Qualifications/ Accreditation/ Registration</b>	<p>The job holder must meet the NOMS specified faith eligibility requirements of their faith tradition. Details of some of the NOMS faith eligibility requirements can be found on the list appended.</p> <p>Will have proven experience and skills in pastoral care and pastoral leadership, including crisis events.</p> <p>Must be suitably qualified and have a formal recognised qualification in theology or religious study and be experienced such that the job holder will have received formal endorsements (where relevant) from the faith community to which they belong.</p> <p>An ability to fulfil all spoken aspects of the role with confidence through the medium of English or (where specified in Wales) Welsh</p> <p><b><u>Faith Eligibility Requirements:</u></b></p> <p><b>Buddhist:</b></p> <ul style="list-style-type: none"> <li>• Be a committed Buddhist living by a moral standard of at least that of the Five Precepts and meditate regularly.</li> <li>• Display a competent understanding of Buddhist teaching and practice.</li> <li>• Have demonstrable knowledge of Buddhist schools other than the one to which you belong and be willing to help and encourage interest in, and practice of those schools, when required.</li> <li>• Have endorsement by the Prison Service Buddhist Faith Adviser* (Evidence required before appointment)</li> </ul> <p><b>Anglican:</b></p> <p><b>Ordained Priest</b></p> <ul style="list-style-type: none"> <li>• Be an ordained member of the Anglican Communion (or of churches part of the Porvoo and Meissen Agreements).</li> <li>• Will normally need to have been in Holy Orders for a minimum of three years.</li> <li>• Have formal endorsement in the form of the Licence of the Diocesan Bishop.</li> </ul> <p>Or</p> <p><b>Licensed Reader, Religious Brother/Sister</b></p> <ul style="list-style-type: none"> <li>• Be a licensed Reader, ordained Deacon</li> <li>• Be a Religious sister or brother, Church Army officer or other appropriately qualified or licensed minister in the Anglican tradition*] subject to agreement from Anglican Bishop to Prisons.</li> <li>• Have formal endorsement in the form of the licence of the Diocesan Bishop</li> </ul>
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	<p><b>Free Church: Ordained Chaplains</b></p> <ul style="list-style-type: none"> <li>• Be an ordained (or denominational equivalent) minister of a free church denomination / church grouping which is either a member of the Free Churches Group, Churches Together in England or Churches Together in Wales. Ordained Free Church chaplains are trained faith practitioners in their own communities.</li> <li>• Ordained (or denominational equivalent) chaplains will have shown through at least two years post-ordination / accreditation experience that they can effectively practice and fulfil the skills and competencies required of a Faith leader. A formal recognised qualification in theology or religious study and Professional Recognition by their denomination generally representing at least 3 years of study, normally to Degree standard will be required of all ordained chaplains.</li> </ul> <p>Or</p> <p><b>Non Ordained Chaplains</b></p> <ul style="list-style-type: none"> <li>• Be a lay minister of a Free Church denomination / church grouping which is either a member of the Free Churches Group, Churches Together in England or Churches Together in Wales. Non-ordained Free Church chaplains are trained faith practitioners in their own communities.</li> <li>• 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 minister of that community. They have demonstrated consistently to a range of people (academic / pastoral / practical) that they have effective communication and relational skills in order to have achieved this level of accreditation. A formal recognised qualification in theology or religious study generally representing at least three years of Part Time study, normally to Diploma standard will be required of all non-ordained chaplains.</li> <li>• Formal endorsement of the candidate's denominational accreditation will be required from the Free Churches Faith Advisor. 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 NOMS vetting policy)</li> <li>• In order to maintain endorsement by the Free Churches Faith Advisor all chaplains will be expected to demonstrate regular ongoing reflection or training contributing towards their ongoing professional development as ministers.</li> </ul>
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**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 the Advisor to MOJ subject to agreement from Orthodox Advisor to MOJ/ 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 the Advisor to MOJ, subject to agreement from Orthodox Advisor to MOJ/ Orthodox Bishop's Pastoral Committee.)

**Roman Catholic:****Ordained Priest**

- Be an ordained priest in the Roman Catholic Church.
- Formal endorsement in the form of recognition from the appropriate Diocesan Bishop or Religious Superior and formal agreement to work in a specific diocese by the local Diocesan Bishop (Evidence required before appointment)

Or

**Ordained Deacon, Religious Brother/Sister/ Lay Person**

- Be an ordained Permanent Deacon, a 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 and formal agreement to work in a specific diocese by the local Diocesan Bishop (Evidence required before appointment)

**Christian Science:**

- Chaplains should be members of The Mother Church, The First Church of Christ, Scientist, in Boston, Massachusetts.
- Chaplains should be class taught students, by an authorised teacher of Christian Science.
- Chaplains should be active members of a Christian Science branch church or society.
- Chaplains should be endorsed by the Christian Science Prison Chaplains Committee

**Hindu:**

- Be a committed and practising Hindu.
- Display a competent understanding of Hindu teaching and practice.
- Have demonstrable knowledge of Hindu philosophy and rituals.
- Have relevant practical experience
- Have endorsement from the Prison Service Hindu Faith Adviser\* (Evidence required before appointment)

	<p><b>Humanist</b></p> <ul style="list-style-type: none"> <li>• Have a cohesive system of values or beliefs but which do not self-classify as religious. These should be serious, genuinely and sincerely held, and worthy of respect in a democratic society</li> <li>• An ability to articulate the values and beliefs above</li> <li>• Have received formal endorsement from the Non-Religious Pastoral Support Network</li> </ul> <p><b>Jehovah's Witness:</b></p> <ul style="list-style-type: none"> <li>• A minister for Jehovah's Witnesses must be an appointed elder.</li> <li>• Have a formal nomination from the body of elders of the congregation where he is an appointed elder.</li> <li>• Have formal endorsement by the prison service faith advisor for Jehovah's Witnesses.</li> <li>• Measure up to the Scriptural qualifications found at 1 Timothy 3:1-10; Titus 1:5-9; 1 Peter 5:2, 3 and display them to a consistent and reasonable degree.</li> <li>• Have a thorough understanding of the beliefs, teachings and practices of Jehovah's Witnesses and is committed to living by the Bible's moral values and standards.</li> <li>• Have been trained and have experience in pastoral care and have demonstrated effective communication and social skills.</li> </ul> <p><b>Jewish:</b></p> <ul style="list-style-type: none"> <li>• Be an ordained Rabbi,</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>• In lieu of ordination, be a committed, practising and knowledgeable Jewish lay person.</li> <li>• Have endorsement from the Prison Service Jewish Faith Adviser* (Evidence required before appointment)</li> </ul> <p><b>Muslim:</b></p> <ul style="list-style-type: none"> <li>• Have an in-depth knowledge of Islam (preferably hold a recognised qualification in Islamic Studies at graduate level).</li> <li>• Demonstrate at least three years of excellent Imam skills (relevant practical experience including delivery of worship, group work and pastoral care.).</li> <li>• Formal endorsement by the candidate's faith community – through the Prison Service Muslim Adviser at Chaplaincy HQ* (Evidence required before appointment)</li> </ul> <p><b>Pagan</b></p> <ul style="list-style-type: none"> <li>• Possess and prove an in-depth knowledge of, and experience in, your own Pagan Tradition,</li> <li>• You will require an eclectic approach, so a working knowledge of other traditions is essential.</li> <li>• Possess the confidence and expertise to lead open ritual, officiate in Rites of Passage, and run workshops for mixed Pagan traditions within the prison system.</li> <li>• Have formal endorsement by the candidate's faith community – through the Prison Service Pagan Faith Adviser at Chaplaincy HQ (Evidence required before appointment)</li> </ul>
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	<p><b>Quaker:</b></p> <ul style="list-style-type: none"> <li>• Be a Member of the Religious Society of Friends (Quakers) in good standing.</li> <li>• Have demonstrable in-depth knowledge of Quaker faith and practice. It is desirable although not essential that candidates will have completed the Equipping for Ministry course at Woodbrooke Quaker Study Centre</li> <li>• Have formal endorsement by the candidate's faith community – through the Prison Service Quaker Adviser</li> </ul> <p><b>Rastafari:</b></p> <ul style="list-style-type: none"> <li>• Must be a committed Rastafarian</li> <li>• Must demonstrate a high level of consciousness towards the principles of Rastafari</li> <li>• Must have a high tolerance and flexibility when working with the various members of the Rastafari family</li> <li>• Must have a general understanding of all the Rastafarian Mansions/Houses</li> <li>• Must have the endorsement of the prison service Rastafari faith advisers</li> </ul> <p><b>Sikh:</b> Essential</p> <ul style="list-style-type: none"> <li>• Practicing Sikh, preferably Amritdhari, who wears the Sikh Symbols.</li> <li>• Display an in-depth understanding of Sikh teaching and practice and be able to read and recite Gurbani (Sikh prayers).</li> <li>• Committed to the Sikh Rehat Maryada (Code of Conduct) &amp; Guru Granth Sahib.</li> <li>• Have endorsement from the Prison Service Sikh Faith Adviser* (Evidence required before appointment).</li> </ul> <p>Desirable</p> <ul style="list-style-type: none"> <li>• Ability to communicate in Punjabi</li> </ul> <p><b>Spiritualist</b></p> <ul style="list-style-type: none"> <li>• Must have passed the required prison chaplain training as set by the Spiritualists' National Union (which is the governing body for Spiritualism),</li> <li>• Must be approved/endorsed by the SNUs Ministers Administration Committee</li> </ul>
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<b>Hours of Work and Allowances</b>	<p>37 hour working week</p> <p>Required Hours Allowance will be confirmed by the Recruiting Manager and only paid where applicable:</p> <p>Required Hours Allowance</p> <p>This role requires regularly working unpredictable and unsocial hours and be on call to attend their place of work at any time. 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.</p>
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