



# HM Prison & Probation Service

## Job Description (JD)

### Band 5

### Group Profile - Chaplain (C)

## Job Description - C: Anglican Ordained Deacon, Religious Brother, Sister, Lay Person

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## Job Description

<b>Job Title</b>	Anglican Ordained Deacon, Religious Brother, Sister, Lay Person
<b>Group Profile</b>	Chaplain
<b>Organisation Level</b>	Chaplain
<b>Band</b>	5

<b>Overview of the job</b>	<p>Job holders will provide faith/belief and pastoral care to prisoners and staff in their own faith/belief tradition and have an understanding/knowledge of other faith/beliefs. Job holders will also be required to meet the pastoral needs of people of other faiths/beliefs and none.</p>
<b>Summary</b>	<p>The job holder will provide for the religious/care of prisoners and staff in the faith/belief tradition and appropriate pastoral care for all irrespective of faith or tradition.</p> <p>The job holder will work with colleagues to ensure the delivery of PSI 05/2016 Faith and Pastoral Care for Prisoners or its successor policy framework document 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 headquarters are assured that these policies are being delivered.</p> <p>The job holder will engage with and build contacts with their own faith/belief community towards aiding the resettlement of offenders.</p> <p>This is a non-operational job with no line management or supervisory 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>• Act as Faith/Belief adviser in the establishment providing advice, pastoral care and spiritual welfare to prisoners, staff and their families as requested.</li> <li>• Facilitate and deliver opportunities for worship/meditation/meditation, study and religious programmes.</li> <li>• Contribute towards the development of local policy, procedures and practice.</li> <li>• Provide mentoring and personal support for other chaplains and volunteers including following incidents.</li> <li>• Be part of the provision of available and accessible chaplaincy care at all times.</li> <li>• Plan and lead worship/meditation/meditation, prayer and faith/belief specific meetings.</li> <li>• Provide pastoral care to prisoners and help to provide support and bring resolution to crisis situations where required.</li> <li>• Nurture Chaplaincy volunteers in their contribution.</li> <li>• Facilitate services provided by contractors and volunteers.</li> <li>• Work collaboratively with other Chaplains and Managing Chaplain on the maintenance and provision of facilities for worship/meditation/meditation and prayer.</li> <li>• Ensure your prison community is aware of relevant religious events and coordinate establishment support for these.</li> <li>• Acquire and distribute appropriate religious literature, supplies and materials.</li> <li>• Contribute to training programmes and materials for staff and volunteers.</li> <li>• Be part of the organisation and delivery of Faith Awareness Training for staff.</li> </ul>

	<ul style="list-style-type: none"> <li>• Take responsibility for your own spiritual health and development, allowing time for private prayer, study and retreat.</li> <li>• Provide appropriate support to the establishment in the absence of the Managing Chaplain.</li> <li>• Actively support the Assessment, Care in Custody and Teamwork (ACCT) process.</li> <li>• Attend relevant boards/meetings and actively contribute either as chair or team member.</li> <li>• Be proactive in forging links with their local faith/belief communities and other agencies, as relevant and consider ways in which these communities/agencies may become involved in mentoring prisoners on release.</li> <li>• 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.</li> <li>• Undertake wider faith/belief community Ministerial Reviews, where appropriate.</li> <li>• Assist in probation approved premise (AP) or other HMPPS funded community initiatives by agreement.</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>Behaviours</b>	<ul style="list-style-type: none"> <li>• Communicating and Influencing</li> <li>• Managing a Quality Service</li> <li>• Making Effective Decisions</li> <li>• Changing and Improving</li> <li>• Working Together</li> <li>• Delivering at Pace</li> </ul>
<b>Strengths</b>	It is advised strengths are chosen locally, recommended 4-8.
<b>Essential Experience</b>	<ul style="list-style-type: none"> <li>• Chaplains are required to meet the faith/belief eligibility requirements for their chosen faith/belief as outlined within the Group Profile.</li> <li>• An ability to fulfil all spoken aspects of the role with confidence through the medium of English or (where specified in Wales) Welsh.</li> </ul>
<b>Technical Requirements</b>	<p>*Subject to agreement from Anglican Bishop to Prisons.  Have formal endorsement in the form of the licence of the Diocesan Bishop*  *Evidence required before appointment.</p> <p><b>Reader, Religious Brother/Sister, Church Army Evangelist</b>  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 (Evidence required before appointment).</p> <p>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 Adviser confirming eligibility and suitability.</p>

	<p>Diocesan DBS clearance and up to date safeguarding training.</p> <p>Formal recognised qualification in theology or religious study - at least three years of Part Time study, normally to Diploma standard – requiring considerable life or professional experience and voluntary experience within the church over, a period of years</p> <p>relevant practical experience in delivery of worship/meditation, group work and pastoral care - At least one or more years of relevant experience, post training in a Faith development or pastoral setting. Non-Ordained Anglican Chaplains are Faith leaders in their own communities. They have demonstrated consistently to a range of people (academic / pastoral / practical) that they have advanced communication, organisational and relational skills in order to have achieved this level of accreditation.</p>
<b>Ability</b>	

<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 six months’ probation. Internal candidates are subject to probation if they have not already served a probationary period within HMPPS.</li> <li>• All staff are required to declare whether they are a member of a group or organisation which HMPPS consider to be racist.</li> </ul>
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<b>Hours of Work (Unsocial Hours) Allowances</b>	<ul style="list-style-type: none"> <li>• 37 hour working week</li> <li>• Unsocial Hours Working will be confirmed by the Recruiting Manager and only paid where applicable</li> <li>• 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 evenings, nights, weekends and Bank/Public holidays.</li> </ul>
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## Success Profile

<b>Behaviours</b>	<b>Strengths</b> <small>is advised strengths are chosen locally, recommended 4-8</small>	<b>Ability</b>	<b>Experience</b>	<b>Technical</b>
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Communicating and Influencing			Chaplains are required to meet the faith/belief eligibility requirements for their chosen faith/belief as outlined within the Group Profile	Be a licensed Reader, [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.
Managing a Quality Service			An ability to fulfil all spoken aspects of the role with confidence through the medium of English or (where specified in Wales) Welsh	Have formal endorsement in the form of the licence of the Diocesan Bishop* *Evidence required before appointment.
Making Effective Decisions				
Changing and Improving				
Working Together				
Delivering at Pace				