

Full Time Anglican Chaplain

Salary Minimum

Number of jobs available

1

Region: South East

City/Town: Rochester

Building/Site: HM Prison Rochester, ME1 3QS

Organisation Grade for HMPPS: Band 5

Post Type: Permanent

Working Pattern: Full Time

Role Type: Chaplaincy

Job description

This is a fulltime vacancy for an Anglican Chaplain (Church of England Priest) at HMP YOI Rochester

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 Anglican faith tradition including sacramental provision, 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 both sacramental and non-sacramental, 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.
- 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 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.
- 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
- 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 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:

Essential Skills/ Qualifications/ Accreditation/ Registration

Be an ordained member of the Anglican Communion (or of churches part of the Porvoo and Meissen Agreements)

Will normally need to have been in Holy Orders for a minimum of three years. Have formal endorsement in the form of the Licence of the Diocesan Bishop* (Evidence required before appointment).

Must have signed the Church of England documentation on mutual flourishing.

An ability to fulfil all spoken aspects of the role with confidence through the medium of English.

Hours of Work and Allowances

37 hour working week

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.

The jobholder must be able to fulfil all spoken aspects of the role with confidence in English.

Allowance Details

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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.

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

-HMPPS offers a childcare vouchers scheme. The scheme enables staff to take part of their salary in the form of Childcare Vouchers. This is known as a Salary Sacrifice. The vouchers can then be used to help meet the costs of any form of registered or approved childcare for children aged 0-16. The vouchers are exempt from tax and National Insurance contributions

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

Working for the Civil Service

The [Civil Service 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](#).

The Civil Service embraces diversity and promotes equality of opportunity.

There is a guaranteed interview scheme (GIS) for candidates with disabilities who meet the minimum selection criteria.

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

Level of security checks required.

Counter-Terrorism Check (CTC)

Candidate Information

You may be required to provide statements describing your skills and experience relevant to each of the selection criteria. We recommend that you structure any examples as Situation, Task, Action and Result. For more information about the recruitment process and answers to general queries, please click the below link which will direct you to our Candidate Information Page.

Link: <https://justicejobs.tal.net/vx/candidate/cms/About%20the%20MOJ>

In the event of a large number of applications, we reserve the right to undertake the following processes:

- An automated online test where a benchmark must be passed to progress.
- A sift on the lead selection criteria. If this happens, the lead criteria will be the first one listed in the advert.

During the selection process, you may be asked to undertake an additional assessment (such as written test). If this is applicable you will be notified of this when you are invited to interview.

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) in the first instance

Role specific qualification requirements : Ordained Anglican Priest / Minister

Role specific license requirements: Endorsement and License would be required from the Bishop of Rochester.

Role specific language requirements: English