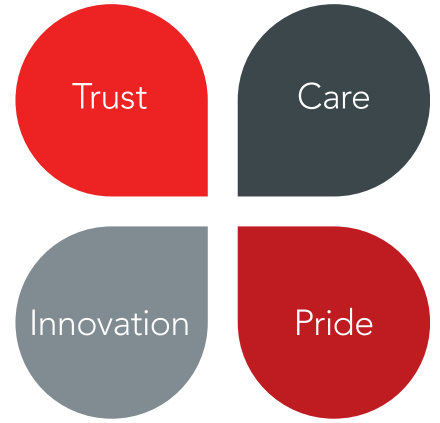


# Anglican Chaplain



## Success Profile

Reporting to	Chaplaincy and Pastoral Care Manager
Division / Function	Chaplaincy Team
Base location	HMP Thameside
Date	
Job ID	
Job family	Chaplaincy and Pastoral Care
Band / Level	B7
Serco Leadership Tier	Team Member



### Section 1: Role and organisational context

Key purpose	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.
Structure and reporting relationship	Assistant Director Chaplaincy and Pastoral Care Manager

### Section 2: Role essentials

#### Based on the specific requirement of the role

Key accountabilities	<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> </ul>
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	<ul style="list-style-type: none"> <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> <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>Essential technical and professional skills, knowledge and qualifications</p>	<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>
	<p><b>Ordained Bishop, Priest or Deacon</b></p> <ul style="list-style-type: none"> <li>• Be an ordained member of the Anglican Communion (or of churches part of the Porvoo Agreement).</li> <li>• Will normally need to have been in Holy Orders for a minimum of three years.</li> </ul>

	<ul style="list-style-type: none"> <li>• Have formal endorsement in the form of the licence of the Diocesan Bishop. Evidence required before appointment.</li> </ul> <p><b>Reader, Religious Brother/Sister, Church Army Evangelist</b></p> <ul style="list-style-type: none"> <li>• Be a Reader (as set out in Canon E4 of The Canons of the Church of England or direct equivalent in other Anglican provinces).</li> <li>• Be a Religious sister or brother, Church Army Evangelist</li> <li>• Be able to have formal endorsement in the form of the licence of the Diocesan Bishop</li> </ul> <p>(Evidence required before appointment).</p> <p>All must have:</p> <ul style="list-style-type: none"> <li>• Signed the Church of England documentation on mutual flourishing or Church in Wales equivalent</li> <li>• demonstrable knowledge of Anglican theology and religious practice</li> <li>• formal endorsement from the HMPPS Anglican Faith Adviser confirming eligibility and suitability.</li> <li>• Diocesan DBS clearance and up to date safeguarding training</li> <li>• Formal recognised qualification in theology or religious study leading to their ordination/licencing</li> <li>• 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</li> <li>• 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</li> </ul>
<p>Additional / special features of the role</p>	<p>None</p>

## Section 3: Leadership essentials

Based on the Serco Leadership Tier – Team Member

Tick the most critical capabilities

Winning good business	<b>Delivers Customer Service</b> Sees those they interact with as customers and seeks to identify and meet needs, taking swift action to resolve issues with integrity. Always alert to the customer's point of view and demonstrates a sense of urgency.	✓
	<b>Solves Problems</b> Identifies problems within own area of remit and takes responsibility for finding a solution regardless of the causes.	✓
	<b>Generates Ideas</b> Identifies innovative ideas and solutions for everyday work problems that contribute to on-going continuous improvement and add value to the customer.	✓
	<b>Delivers Against Own Objectives</b> In accordance with the Serco Values, follows through and meets personal commitments in an organised and methodical manner.	✓
	<b>Demonstrates Personal Drive</b> Actively works towards ambitious personal goals, demonstrates enthusiasm and energy toward all aspects of work. Shows drive to make a difference to others at work.	✓
Executing brilliantly	<b>Gains Others' Trust</b> Interacts with others in a supportive way and in accordance with our Values.	✓
	<b>Communicates Effectively</b> Clearly and concisely conveys information and ideas that engage others.	✓
	<b>Demonstrates Collaboration</b> Demonstrates proactive team working and collaboration with others, role modelling the belief that the whole of the team is greater than the sum of individual efforts.	✓
	<b>Adapts to Change</b> Maintains effectiveness when experiencing changes in work responsibilities or environment.	✓
A place people are proud to work	<b>Respects Difference</b> Shows respect for individual differences and perspectives amongst colleagues.	✓
	<b>Assumes Responsibility</b> Effectively manages their time, resources and relationships to ensure that work is completed efficiently.	✓
	<b>Supports Colleague Development</b> Supports the development of colleagues through the provision of timely and constructive feedback and by willingly sharing own skills, knowledge and networks.	✓
	<b>Maintains Composure</b> Remains calm in uncertain or challenging situations and consistently behaves in a manner that is acceptable to others.	✓
	<b>Demonstrates Self Development</b> Takes responsibility for one's own personal impact and development, focusing on increasing self-awareness as well as identifying new areas for learning and professional development and creating learning opportunities.	✓