



# HM Prison & Probation Service

## Job Description (JD)

### Band 5

### Group Profile - Chaplain (C)

## Job Description - C: Free Church Deacon or Lay Person

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## Job Description

<b>Job Title</b>	C: Free Church Deacon or 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 of their own faith/belief tradition and have an understanding/knowledge of other faith/beliefs as part of a multi-faith/belief chaplaincy team. 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 work with colleagues to ensure the delivery of PSI 05/2016 Faith and Pastoral Care for Prisoners or its successor policy framework 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 Chaplain General/Head of Faith Services 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>Takes responsibility for one's own spiritual health and development, allowing time for private prayer/reflection, study and retreat.</p> <p>This is a non-rotational, 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>• provide guidance on their faith/belief system in the establishment providing advice, pastoral care and spiritual welfare to prisoners, staff and their families as requested, liaising with their Faith and Belief Adviser (FBA) or other FBA as appropriate;</li> <li>• plan and lead worship/meditation, prayer and faith/belief specific meetings. Be part of the provision of available and accessible chaplaincy care at all times;</li> <li>• facilitate and deliver opportunities for worship/meditation, study and religious programmes. Work collaboratively with other Chaplains, the Managing Chaplain, volunteers and external groups on the maintenance and provision of facilities for worship/meditation and prayer;</li> <li>• contribute towards the development of local policy, procedures and practice;</li> </ul>

	<ul style="list-style-type: none"> <li>• provide pastoral care to prisoners and help to provide support and bring resolution to crisis situations where required. Provide mentoring and personal support for other chaplains and volunteers including following incidents;</li> <li>• nurture Chaplaincy volunteers in their contribution;</li> <li>• work with the Official Prison Visitor (OPV) Liaison Officer in promoting the scheme within the prison ensuring all prisoners are aware of it and to assist where required OPV volunteers;</li> <li>• ensure their prison community is aware of relevant faith/belief events and coordinate establishment support for these. Acquire and distribute appropriate faith/belief literature, artefacts and materials;</li> <li>• contribute to training programmes and materials for staff and volunteers. Be part of the organisation and delivery of Faith Awareness Training for staff;</li> <li>• represent the chaplaincy team at establishment meetings, committees etc 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>• with the agreement of the Managing Chaplain and establishment senior management team and as required, take on additional roles; e.g. Family Liaison Officer, Family Services single point of contact, volunteer coordinator etc;</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 supporting 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; and</li> <li>• assist in Probation Approved Premises (APs), with offenders on release into the community, those serving community sentences 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>
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<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 and written aspects of the role with confidence through the medium of English or (where specified in Wales) Welsh.</li> </ul>
<b>Technical Requirements</b>	<p>Must complete specific training to hold the qualifications required for area of specialism outlined on the relevant job description.</p> <p><b><u>Faith/Belief Eligibility Requirements (January 2022)</u></b></p> <p><b>Free Church:</b></p> <ul style="list-style-type: none"> <li>• All <b>Free Church chaplains</b> 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 be a minister (lay or ordained) of a Free Church denomination which is: <ul style="list-style-type: none"> <li>○ a member of the Free Churches Group, or</li> <li>○ listed by the HMPPS Free Churches Faith and Belief Adviser as an 'Additional Denomination'.</li> </ul> </li> </ul> <p><b>Denominations</b> listed as an "Additional Denomination" will satisfy all of the following:</p> <ul style="list-style-type: none"> <li>▪ have a distinctive Free Church theology;</li> <li>▪ be national members of either Churches Together in England or Cytun;</li> <li>▪ have formally requested inclusion on the 'Additional Denomination' list;</li> <li>▪ have agreed to abide by the "Joint Working Protocol for Prison Chaplains" established between the Free Churches Group, Churches together in England and Cytun.</li> </ul> <ul style="list-style-type: none"> <li>• <b>Ordained Chaplains</b> (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 and Belief Adviser the additional support to be given during this crucial stage of ministry development.</li> <li>• <b>Required qualifications for Prison Chaplains.</b> 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.</li> <li>• <b>Requirement for Continuing Professional Development (CPD).</b> In order to maintain endorsement by the Free Churches Faith and Belief Adviser all chaplains will be required to demonstrate regular continuing reflection or training contributing towards their</li> </ul>

	professional development as ministers. This will be recorded and assessed on an annual basis by the HMPPS Free Churches Faith and Belief Adviser.
<b>Ability</b>	

<b>Minimum Eligibility</b>	<ul style="list-style-type: none"> <li>• All candidates are subject to security and identity checks before 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>• If part time, hours to be confirmed.</li> <li>• If full time: 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 payment at the current approved organisation rate will be made 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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