



HM Prison & Probation Service

Group Profile: Chaplain Band 5

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Group Profile

Group Profile Name	Chaplain
Organisation Level	Chaplain
Band	5

Overview	Job holders within this Group Profile will provide religious and pastoral care of prisoners and staff in their own faith/belief tradition and have an understanding/knowledge of other differing faiths/beliefs.
Characteristics	<p>Typical tasks associated with this Group Profile include:</p> <ul style="list-style-type: none"> • Act as faith/belief adviser in the establishment providing advice, pastoral care and spiritual welfare to prisoners, staff and their families as requested. • Facilitate and deliver opportunities for worship/meditation, study and faith/belief 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/meditation, prayer faith/belief 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/meditation and prayer. • Ensure your prison community is aware of relevant festivals and coordinate establishment support for these. • 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. • 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. • Be part of the organisation and delivery of faith/belief awareness training for staff. • Undertake wider faith/belief community 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. • Assist in approved premises (AP) or bail hostel as required.

Job Descriptions relating to this Group Profile	<ul style="list-style-type: none"> • Chaplain: Anglican Ordained Bishop, Priest, Deacon, Religious Brother/Sister, Church Army Evangelist, Reader (as set out in Canon E4 of the Canons of the Church of England or direct equivalent in other Anglican provinces) • Chaplain: Bahai • Chaplain: Buddhist • Chaplain: Christian Chaplain – Ordained Priest or Free Church equivalent • Chaplain: Christian Ordained Deacon Religious Brother Sister Lay Person • Chaplain: Christian Science • Chaplain: Church of Jesus Christ of Latter Day Saints • Chaplain: Free Church Non Ordained Deacon or Lay Person • Chaplain: Free Church Ordained • Chaplain: Hindu • Chaplain: Humanist • Chaplain: Jain • Chaplain: Jehovah's Witness • Chaplain: Jewish • Chaplain: Muslim • Chaplain: Orthodox • Chaplain: Pagan • Chaplain: Quaker • Chaplain: Rastafari • Chaplain: Roman Catholic Ordained Priest Deacon Brother Sister Lay Person • Chaplain: Sikh • Chaplain: Spiritualist • Chaplain: Zoroastrian • Chaplain : Roman Catholic Ordained Deacon Religious Brother Sister Lay Person • Chaplain : Roman Catholic Ordained Priest • Chaplain : Pastoral Care Chaplain • Chaplain : Chaplain
Minimum Eligibility	<ul style="list-style-type: none"> • 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.
Essential Skills/Qualifications/Accreditation/Registration	<p>Must complete specific training to hold the qualifications required for area of specialism outlined on the relevant job description.</p> <p><u>Faith/Belief Eligibility Requirements (January 2022)</u></p> <p>Anglican: Ordained Bishop, Priest or Deacon</p> <ul style="list-style-type: none"> • Be an ordained member of the Anglican Communion (or of churches part of the Porvoo Agreement) • 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

Or

Reader, Religious Brother/Sister, Church Army Evangelist

- 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)

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
- formal endorsement from the HMPPS Anglican Faith and Belief Adviser confirming eligibility and suitability
- Diocesan DBS clearance and up to date safeguarding training

Bahai:

- Be a current member of the Bahá'í Faith in good standing.
- Have demonstrable in-depth knowledge of the Bahá'í Faith.
- Have formal endorsement by the National Spiritual Assembly of the Bahá'ís of the United Kingdom.

Buddhist:

- Be a committed Buddhist living by a moral standard of at least that of the Five Precepts and meditate regularly
- Display a competent understanding of Buddhist teaching and practice
- Have demonstrable knowledge of Buddhist schools other than the one to which you belong and be willing and able to help and encourage interest in, and practice of those schools, when required
- Be willing to complete Angulimala's Prison Dharma course and attend two of Angulimala's training workshops a year
- Have endorsement by the HMPPS Buddhist Faith and Belief Adviser* (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

Church of Jesus Christ of Latter Day Saints:

- Should be a committed Latter Day Saint, living the commandments and principles of the Gospel of Jesus Christ
- Men should be ordained elders or high priests
- Women and men should be Temple Recommend Holders
- Should have a thorough understanding of the beliefs, doctrinal teachings and practices of The Church of Jesus Christ of Latter Day Saints
- Be endorsed by local priesthood leaders, e.g. their Bishop or Stake President
- Be endorsed by the HMPPS Faith and Belief Adviser of the Church of Jesus Christ of Latter Day Saints

Free Church:

- All **Free Church chaplains** 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:
 - a member of the Free Churches Group, or
 - listed by the HMPPS Free Churches Faith and Belief Adviser as an 'Additional Denomination'

Denominations listed as an "Additional Denomination" will satisfy all of the following:

- have a distinctive Free Church theology
 - be national members of either Churches Together in England or Cytun
 - have formally requested inclusion on the 'Additional Denomination' list
 - have agreed to abide by the "Joint Working Protocol for Prison Chaplains" established between the Free Churches Group, Churches together in England and Cytun
- **Ordained Chaplains** (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.
 - **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 non-ordained minister
 - Formal endorsement of the candidate's denominational accreditation will be required from the HMPPS Free Churches Faith and Belief Adviser
 - 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 and Belief Adviser attesting to the credentials, qualifications and accountability of each candidate. (This evidence will be required before

appointment and thereafter periodically according to HMPPS vetting policy.)

- **Required qualifications for Prison Chaplains.** 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
- **Requirement for Continuing Professional Development (CPD).** 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 professional development as ministers. This will be recorded and assessed on an annual basis by the HMPPS Free Churches Faith and Belief Adviser

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 HMPPS Hindu Faith and Belief Adviser* (evidence required before appointment)

Humanist and Non-Religious:

- 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
- An ability to articulate the values and beliefs above
- Have received formal endorsement from the Non-Religious Pastoral Support Network
- Adherence to the Non-Religious Pastoral Support Network (NRPSN's) code of conduct
- Maintain their accreditation with the NRPSN

Jain:

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

Jehovah's Witness:

- A minister for Jehovah's Witnesses must be an appointed elder
- Have a formal nomination from the body of elders of the congregation where he is an appointed elder
- Have formal endorsement by the HMPPS Faith and Belief Adviser for Jehovah's Witnesses

- 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
- 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
- Have been trained and have experience in pastoral care and have demonstrated effective communication and social skills
- Have formal endorsement by the HMPPS Faith and Belief Adviser for Jehovah's Witnesses

Jewish:

- Be an ordained Rabbi
Or
- In lieu of ordination, be a committed, practising and knowledgeable Jewish lay person
- Have endorsement from HMPPS Jewish Faith and Belief Adviser* (Evidence required before appointment)

Muslim:

- Hold a recognised qualification in Islamic Studies at 'Alimiyyah / graduate level
Or
- Demonstrate in-depth knowledge of Islam at an equivalent level
- Be proficient in Tajweed (correct pronunciation of Arabic)
- Have demonstrable knowledge of the different schools of thought and denominations within Islam and be willing to help in, encourage interest in, and facilitate practice of those schools and denominations when required by different segments of the congregation
- Formal endorsement by the candidate's faith community – through HMPPS Muslim Faith and Belief Adviser in Chaplaincy and Faith Services at headquarters. Evidence required before appointment)

(Christian) Orthodox:

Ordained Bishop, Priest or Deacon

- Will be an ordained bishop, priest or deacon of an Orthodox Christian Church in Communion with the See of Constantinople, and/or Antioch, Jerusalem, Alexandria
- Will have formal endorsement in the form of the certificate of Ordination. *(Evidence required before appointment, and endorsement from the HMPPS Orthodox Faith and Belief Adviser). Will normally need to have been in Holy Orders for a minimum of three years, unless this is dispensed with by the ordaining bishop in consultation with the HMPPS Orthodox Faith and Belief Adviser.

Subdeacon, Reader, Monastic, Layperson

- Will be an active member of an Orthodox Christian community which is in Communion with the See of Constantinople, and/or Antioch, Jerusalem, Alexandria
- Will have formal evidence of having completed a course of study in an appropriate theological discipline, at or through

	<p>an institute generally recognised by the Orthodox Church, at Level 4 or above</p> <ul style="list-style-type: none"> Will have endorsement, and confirmation of ordination (if appropriate) from their parish priest or bishop *(Evidence required before appointment, and endorsement from the HMPPS Orthodox Faith and Belief Adviser). <p>Pagan:</p> <ul style="list-style-type: none"> Be a proven and continued member of the Pagan Federation as the endorsing body or other eligible grove/coven or group who are signed up with and represented by the Pagan Symposium Referenced or evidence-based training within the Pagan Community Theologically competent and proficient in teaching eclectically across more than one Pagan Tradition Have an understanding and can demonstrate an in-depth knowledge of Pagan practice Pagan Chaplains will be asked to provide written confirmation to the HMPPS Pagan Faith and Belief Adviser attesting to the credentials, qualifications and accountability of each candidate. (This evidence will be required before appointment and thereafter periodically according to HMPPS vetting policy.) Requirement for Continuing Professional Development (CPD). In order to maintain endorsement by the HMPPS Pagan Faith and Belief Adviser, all chaplains will be required to have regular contact with and unbroken membership of their endorsing body and the wider Pagan community. Engage with and demonstrate regular continuing reflection or training contributing towards their professional development as ministers. This will be recorded and assessed on an annual basis by the HMPPS Pagan Faith and Belief Adviser. Must have the endorsement of the HMPPS Pagan Faith and Belief Adviser (Evidence required before appointment) <p>Quaker:</p> <ul style="list-style-type: none"> Be a Member of the Religious Society of Friends (Quakers) in good standing 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 Have formal endorsement by the candidate's faith community – through HMPPS Quaker Faith and Belief Adviser <p>Rastafari:</p> <ul style="list-style-type: none"> Must be a committed Rastafarian Must demonstrate a high level of consciousness towards the principles of Rastafari Must have a high tolerance and flexibility when working with the various members of the Rastafari family.
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- Must have a general understanding of all the Rastafarian Mansions/Houses.
- Good knowledge of the RasTeferi way of life (Livity)
- Good knowledge of His Imperial Majesty Emperor Haile Selassie 1st and Ethiopian/African culture
- Good listening and communicating skills
- Must have the endorsement of the HMPPS Rastafari Faith and Belief Adviser

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)

All must have:

- completed formally recognised theological formation; for a Priest or Deacon in a major seminary or equivalent as prescribed by The Code of Canon Law and for a religious or lay person a theological qualification that, as the minimum, equates to the Catholic Certificate in Religious Studies (CCRS)
- formal agreement from the local diocesan bishop to minister in those prisons located within his Diocese
- formal endorsement from the HMPPS Roman Catholic Faith and Belief Adviser confirming eligibility and suitability

Sikh:

- Must be a Baptised Sikh (i.e. has completed Amrit Initiation)
- Show practical demonstration of reading, reciting and translating Sikh scriptures. Desirably the candidate should hold a Degree/Diploma in Sikh theology.
- Must have demonstrable knowledge of Sikh Religion, its history and commitment to adhere to the Sikh Code of Conduct ("Rehat Maryada- Akal Takht Sahib")
- Must be proficient in Punjabi
- Formal endorsement from the HMPPS Sikh Faith and Belief Adviser confirming eligibility and suitability

Spiritualist:

- Must have passed the required prison chaplain training as set by the Spiritualists' National Union (which is the governing body for Spiritualism)

	<ul style="list-style-type: none"> • Must be approved/endorsed by the SNU's Ministers Administration Committee <p>Zoroastrian</p> <ul style="list-style-type: none"> • Must be a Zoroastrian initiated into the faith by a Zoroastrian Mobed • Must hold a degree / diploma in Zoroastrian Studies or show practical demonstration of reading, reciting and translating Zoroastrian scriptures • Must have demonstrable knowledge of Zoroastrian history, heritage and culture and able to speak Parsi Gujarati or/and Persian • Formal endorsement from the Zoroastrian Trust Funds of Europe (Evidence required before appointment)
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Hours of Work and Allowances	<p>37 hour working week. Unsocial Hours Working will be confirmed by the Recruiting Manager and only paid where applicable: 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.</p> <p>Unsocial hours are those hours outside 0700 - 1900hrs Monday to Friday and include working evenings, nights, weekends and Bank/Public Holidays.</p>
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Behaviours	<ul style="list-style-type: none"> • Communicating and Influencing • Managing a Quality Service • Making Effective Decisions • Leadership • Working Together
Strengths	It is advised strengths are chosen locally, recommended 4-8.
Essential Experience	<p>Chaplains are required to meet the faith/belief eligibility requirements for their faith/belief community as outlined within the Group Profile.</p> <p><u>All Faith/Beliefs</u> An ability to fulfil all spoken aspects of the role with confidence through the medium of English or (where specified in Wales) Welsh.</p>
Technical Requirements	<p>N.B. These are the technical requirements for the group profile, please check the individual job description relating to this group profile for any job specific requirements and add if required. Must complete specific training to hold the qualifications required for area of specialism outlined in the faith/belief eligibility requirements (listed within the Group Profile).</p>
Ability	

Success Profile

Behaviours	Strengths It is advised strengths are chosen locally, recommended 4-8.	Ability	Experience	Technical
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Communicating and Influencing			Chaplains are required to meet the Faith/Belief Eligibility Requirements for their chosen faith/belief as outlined in the Group Profile.	Must complete specific training to hold the qualifications required for area of specialism outlined in the Faith/Belief Eligibility Requirements (listed in the Group Profile)
Managing a Quality Service			All Faith/Beliefs- An ability to fulfil all spoken aspects of the role with confidence through the medium of English or (where specified in Wales) Welsh	
Making Effective Decisions				
Leadership				
Working Together				