



# HM Prison & Probation Service

## Group Profile: Chaplain Band 5

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## Group Profile

<b>Group Profile Name</b>	Chaplain
<b>Organisation Level</b>	Chaplain
<b>Band</b>	5

<b>Overview</b>	Job holders within this Group Profile will provide religious and pastoral care of prisoners and staff in their own faith tradition and have an understanding/ knowledge of other differing faiths.
<b>Characteristics</b>	<p>Typical tasks associated with this Group Profile include:</p> <ul style="list-style-type: none"> <li>• Act as faith advisor 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 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 and prayer / faith 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>• Work collaboratively with other Chaplains and Managing Chaplain on the maintenance and provision of facilities for worship and prayer</li> <li>• Ensure your prison community is aware of relevant religious events and coordinate establishment support for these</li> <li>• 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</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>• Be part of the organisation and delivery of Faith Awareness Training for staff</li> <li>• Undertake Diocesan Ministerial Reviews, where appropriate</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> </ul>
<b>Job Descriptions relating to this Group Profile</b>	<ul style="list-style-type: none"> <li>• Chaplain : Anglican Ordained Bishop, Priest, Deacon, Religious Brother/Sister, Church Army Evangelist, Licensed Reader</li> <li>• Chaplain : Christian Chaplain - Ordained Priest or Free Church equivalent</li> <li>• Chaplain : Christian Ordained Deacon Religious Brother Sister Lay Person</li> <li>• Chaplain : Free Church Non Ordained Deacon or lay Person</li> <li>• Chaplain : Free Church Ordained</li> <li>• Chaplain : Hindu</li> <li>• Chaplain : Humanist</li> <li>• Chaplain : Muslim</li> <li>• Chaplain : Roman Catholic Ordained Deacon Religious Brother Sister Lay Person</li> <li>• Chaplain : Roman Catholic Ordained Priest</li> <li>• Chaplain : Sikh</li> <li>• Chaplain : Buddhist</li> <li>• Chaplain : Jewish</li> <li>• Chaplain : Orthodox</li> <li>• Chaplain : Pagan</li> <li>• Chaplain : Quaker</li> <li>• Chaplain : Rastafari</li> </ul>

	<ul style="list-style-type: none"> <li>• Chaplain : Roman Catholic Priest Deacon Brother Sister Lay Person</li> <li>• Chaplain : Spiritualist</li> <li>• Chaplain : Christian Science</li> <li>• Chaplain : Chaplain</li> </ul>
<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 considers to be racist.</li> </ul>
<b>Essential Experience</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 Eligibility Requirements (January 2020)</u></b></p> <p><b>Buddhist:</b></p> <ul style="list-style-type: none"> <li>• Be a committed Buddhist living by a moral standard of at least that of the Five Precepts and meditate regularly.</li> <li>• Display a competent understanding of Buddhist teaching and practice.</li> <li>• Have demonstrable knowledge of Buddhist schools other than the one to which you belong and be willing to help and encourage interest in, and practice of those schools, when required.</li> <li>• Have endorsement by the Prison Service Buddhist Faith Adviser* (Evidence required before appointment).</li> </ul> <p><b>Anglican:</b></p> <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 that are part of the Porvoo Agreement).</li> <li>• Have formal endorsement in the form of the licence of the Diocesan Bishop.</li> </ul> <p>Or</p> <p><b>Licensed Reader, Religious Brother/Sister, Church Army Evangelist</b></p> <ul style="list-style-type: none"> <li>• Be a licensed Reader.</li> <li>• 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.</li> <li>• Have formal endorsement in the form of the licence of the Diocesan Bishop.</li> </ul> <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; and</li> <li>• formal endorsement from the HMPPS Anglican Faith Advisor confirming eligibility and suitability.</li> </ul> <p><b>Christian Science:</b></p> <ul style="list-style-type: none"> <li>• Chaplains should be members of The Mother Church, The First Church of Christ, Scientist, in Boston, Massachusetts.</li> <li>• Chaplains should be class taught students, by an authorised teacher of Christian Science.</li> <li>• Chaplains should be active members of a Christian Science branch church or society.</li> <li>• Chaplains should be endorsed by the Christian Science Prison Chaplains Committee</li> </ul> <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: <ul style="list-style-type: none"> <li>○ Be a minister (lay or ordained) of a Free Church denomination which is a member of the Free Churches Group, or</li> </ul> </li> </ul>

- Be a minister (lay or ordained) of a Free Church denomination which is listed by the Free Churches Faith Advisor 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 Advisor 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 Free Churches Faith Advisor to HMPPS.
  - 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 Advisor 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 Advisor 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 Free Churches Faith Advisor

#### 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 HMPPS Hindu Faith Adviser\* (Evidence required before appointment).

#### Humanist:

- 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.
- Maintain their accreditation with the Non-Religious Pastoral Support Network.
- An ability to create a safe and supportive environment without judgement.
- Exceptional interpersonal skills, particularly building rapport through conversation, active listening, and communication with a wide range of people.
- Ability to accompany people through times of transition.
- Ability to recognise one's own limitations and if necessary refer to someone more appropriate.
- Understanding of appropriate boundaries and ability to work within them

	<ul style="list-style-type: none"> <li>• Humanistic counselling skills (empathy, UPR, attentive listening, questioning, reflecting, etc.</li> <li>• Ability to reflect on one's own performance and feedback.</li> <li>• A commitment to providing pastoral support as a means of improving wellbeing.</li> <li>• Capacity to give full attention to someone in need of support, to see beneath the surface situation and engage more deeply with the humanity and spirituality within.</li> <li>• Ability to be non-judgemental, empathetic and compassionate in dealings with people.</li> <li>• Awareness of one's own humanity and spirituality in order to accompany someone exploring deep questions of meaning and identity.</li> <li>• Willingness to work with a diverse range of people.</li> <li>• Willingness to accept advice and criticism.</li> <li>• Understanding and respect for the need for confidentiality in dealings with people.</li> <li>• Perseverance to overcome adversity.</li> <li>• Robustness in unfamiliar environments.</li> </ul> <p><b>Jehovah's Witness:</b></p> <ul style="list-style-type: none"> <li>• A minister for Jehovah's Witnesses must be an appointed elder.</li> <li>• Have a formal nomination from the body of elders of the congregation where he is an appointed elder.</li> <li>• Have formal endorsement by the prison service faith advisor for Jehovah's Witnesses.</li> <li>• 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.</li> <li>• 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.</li> <li>• Have been trained and have experience in pastoral care and have demonstrated effective communication and social skills.</li> <li>• Have formal endorsement by the HMPPS Faith Advisor for Jehovah's Witnesses.</li> </ul> <p><b>Jewish:</b></p> <ul style="list-style-type: none"> <li>• Be an ordained Rabbi,</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>• In lieu of ordination, be a committed, practising and knowledgeable Jewish lay person.</li> <li>• Have endorsement from HMPPS Jewish Faith Adviser* (Evidence required before appointment).</li> </ul> <p><b>Muslim:</b></p> <ul style="list-style-type: none"> <li>• Hold a recognised qualification in Islamic Studies at 'Alimiyyah / Graduate level</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>• Demonstrate in-depth knowledge of Islam at an equivalent level</li> <li>• Be proficient in Tajweed (correct pronunciation of Arabic)</li> <li>• 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.</li> <li>• Formal endorsement by the candidate's faith community – through HMPPS Muslim Adviser in Chaplaincy and Faith Services (i.e. Chaplaincy Headquarters) (evidence required before appointment).</li> </ul> <p><b>Orthodox:</b></p> <p><b>Ordained Priest or Bishop</b></p> <ul style="list-style-type: none"> <li>• Be an ordained priest or bishop of the Orthodox Church in Communion with the See of Constantinople, and/or Antioch, Jerusalem, Alexandria.</li> <li>• Will normally need to have been in Holy Orders for a minimum of three years. Have formal endorsement in the form of the certificate of Ordination of a Bishop, Metropolitan or Patriarch. *(Evidence required before appointment or</li> </ul>
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approval from HMPPS Faith Advisor subject to agreement from Orthodox Advisor to HMPPS/ Orthodox Bishop's Pastoral Committee).

**Ordained Deacon, Subdeacon, Religious Brother/Sister/ Reader**

- Be an Ordained Deacon, Subdeacon, Reader or monastic or be qualified by the Bishops for this ministry.
- Have formal endorsement in the form of the certificate of Ordination or qualification from a Bishop, Metropolitan or Patriarch. \*(Evidence required before appointment or approval from HMPPS Faith Advisor, subject to agreement from Orthodox Advisor to HMPPS/ Orthodox Bishop's Pastoral Committee.)

**Pagan:**

- Proven membership of an eligible grove/coven/group.
- Referenced or evidence based training within the Pagan community.
- Theologically competent in the Pagan tradition.
- Formal endorsement from the HMPPS Pagan Federation Faith Advisor confirming eligibility and suitability.

**Quaker:**

- 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 Adviser.

**Rastafari:**

- 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.
- Must have a general understanding of all the Rastafarian Mansions/Houses.
- Must have the endorsement of the HMPPS Rastafari faith advisers.

**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 CCRS;
- formal agreement from the local diocesan bishop to minister in those prisons located within his Diocese; and
- formal endorsement from the HMPPS Roman Catholic Faith Advisor confirming eligibility and suitability.

	<p><b>Sikh:</b></p> <ul style="list-style-type: none"> <li>• Must be a Baptised Sikh (i.e. has completed Amrit Initiation).</li> <li>• Must hold a Degree/Diploma in Sikh theology or show practical demonstration of reading, reciting and translating Sikh scriptures.</li> <li>• Must have demonstrable knowledge of Sikh history and commitment to adhere to the Sikh Code of Conduct (“Akal Takht”).</li> <li>• Must be proficient in Punjabi.</li> <li>• Formal endorsement from the Sikh Faith Advisor confirming eligibility and suitability.</li> </ul> <p><b>Spiritualist:</b></p> <ul style="list-style-type: none"> <li>• Must have passed the required prison chaplain training as set by the Spiritualists’ National Union (which is the governing body for Spiritualism),</li> <li>• Must be approved/endorsed by the SNU’s Ministers Administration Committee.</li> </ul>
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<b>Hours of Work and Allowances</b>	<p>37 hour working week.</p> <p>Unsocial Hours Working will be confirmed by the Recruiting Manager and only paid where applicable:</p> <p>Unsocial Hours Working.</p> <p>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.</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>• Leadership.</li> <li>• Working Together.</li> </ul>
<b>Strengths</b>	It is advised strengths are chosen locally, recommended 4-8.
<b>Essential Experience</b>	<p>Chaplains are required to meet the Faith Eligibility Requirements for their chosen faith as outlined within the Group Profile.</p> <p><b><u>All Faiths</u></b></p> <p>An ability to fulfil all spoken aspects of the role with confidence through the medium of English or (where specified in Wales) Welsh</p>
<b>Technical Requirements</b>	<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.</p> <p>Must complete specific training to hold the qualifications required for area of specialism outlined in the Faith eligibility requirements (listed within the Group Profile)</p>
<b>Ability</b>	

## Success Profile

Behaviours	Strengths It is advised strengths are chosen locally, recommended 4-8.	Ability	Experience	Technical  N.B these are the technical requirements for the group profile, please check the individual job description relating to this group profile for the any job specific requirements and add if required.
Communicating and Influencing			Chaplains are required to meet the Faith Eligibility Requirements for their chosen faith as outlined within the Group Profile.  <b><u>All Faiths</u></b> An ability to fulfil all spoken aspects of the role with confidence through the medium of English or (where specified in Wales) Welsh	Must complete specific training to hold the qualifications required for area of specialism outlined in the Faith eligibility requirements (listed within the Group Profile)
Managing a Quality Service				
Making Effective Decisions				
Leadership				
Working Together				