

**Job Description – Free Church Chaplain at HMP/YOI Bronzefield**

- This is a prisoner-facing role and therefore the skill set required will include creative thinking and sensitive engagement within a highly complex community. The role requires a collaborative approach to meeting the requirements of the Chaplaincy department and therefore the role will be placed within team of chaplains.
- The role is set within a multi-faith context and therefore requires an openness and respect of other faith groups and their respective chaplains.
- The Free Church Chaplain will provide for the religious care of prisoners and staff in the Free Church Christian tradition, and appropriate pastoral care for all irrespective of faith or tradition. The Free Church Chaplain 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. They 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 Free Church Chaplain will engage with, and build contacts with, their own faith community towards aiding the resettlement of offenders.
- This is a non-operational role with no line management responsibilities.
- The Free Church Chaplain 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 study and religious programmes
  - Contribute towards the development of local policy, procedures and practice

They will 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
- 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

- Through a coaching and teaching style, the role should enable the prisoner to recognize and reach towards her full potential, fully utilizing the opportunities around rehabilitation and reform.
- The role will open up opportunities for prisoners to learn about, and practice, their chosen faith with confidence and purpose, using any new-found skills for self-improvement and better engagement with the community.
- The role will seek to engage with, and inform, the broader prison culture of rehabilitation through effective engagement with all areas of prison work

### **Essential**

- Able to work in a flexible and creative way whilst maintaining good planning, organisational and record keeping skills, along with good verbal and written communication skills, a good level of computer literacy, good decision making and problem-solving skills, along with the skills to produce monthly and/or annual reports.
- Able to build and maintain effective working relationships with local & faith-based communities and staff at all levels of the business, other Chaplains, and prison visitors and volunteers.
- Able to confidently engage with, target and recruit from various community groups.
- Able to communicate through public speaking and the leading of groups, programmes and corporate acts of worship.
- Able to fulfil all spoken aspects of the role with confidence through the medium of English or (where specified in Wales) Welsh.
- You will have developed a broad base of support from the community including volunteers from a variety of faith backgrounds.

- You will have developed a good reputation for working alongside prisoners, Chaplaincy colleagues, other departments within Bronzefield and external agencies and community faith groups.
- A respect and co-operation with the ethos of the business and the prison in supporting the delivery of chaplaincy.

#### **Essential Skills/ Qualifications/ Accreditation/Registration**

- Have in depth knowledge of Christianity (preferably hold a recognised qualification in Theology/Ministerial Studies at graduate level).  
Be a Lay or Ordained minister in a recognised Free Church tradition
- Demonstrate relevant practical experience in delivery of worship, group work and pastoral care
- Formal endorsement from the Prison Service Free Church Adviser at Chaplaincy HQ (evidence required before appointment).

#### **Desirable**

- Experience of working with diverse faith and social community groups.
- Experience of working within a prison.
- Experience of working within a Chaplaincy Team (prison, hospital, education etc) and /or other prison departmental areas.
- Experience of working independently and as part of a team.

#### **Contextual or other information**

- This role is subject to a Counter Terrorism Clearance requirement prior to the appointment in addition to other Vetting and MOJ clearances.
- The post holder will work closely with and under the direction of the Managing Chaplain.
- The current post is for 17 hours per week
- The working pattern will be two days a week plus one Sunday a month. Occasionally covering a Saturday shift may also be required.