

# JOB DESCRIPTION

Function:	Chaplaincy
Position:	<b>MUSLIM CHAPLAIN</b>
Job holder:	Vacant
Date (in job since):	TBC
Immediate manager (N+1 Job title and name):	Reverend Marcel McCarron, Managing Chaplain
Additional reporting line to:	Mr Ian Whiteside Director
Position location:	HMP Bronzefield

## 1. Purpose of the Job – State concisely the aim of the job.

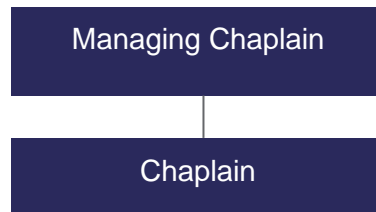
- The Muslim Chaplain will work within a Chaplaincy Team to provide pastoral and faith specific care to prisoners and staff at HMP Bronzefield.

## 2. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department.

Revenue FY13:	€tbc	EBIT growth:	tbc	Growth type:	n/a	Outsourcing rate:	n/a	Region Workforce	tbc
		EBIT margin:	tbc			Outsourcing growth rate:	n/a	HR in Region	tbc
		Net income growth:	tbc						
		Cash conversion:	tbc						

Characteristics ■ Add point:

### 3. Organisation chart



### 4. Context and main issues – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to.

- This is a prisoner-facing role and therefore the skill set required will include creative thinking and sensitive engagement within a complex needs 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.

### 5. Main assignments – Indicate the main activities / duties to be conducted in the job.

- The Muslim Chaplain will provide for the religious care of prisoners and staff in the Muslim Faith tradition, and appropriate pastoral care for all irrespective of faith or tradition. The Muslim 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. 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 Muslim Chaplain will engage, 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 Muslim 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

- 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
- To co-operate with the local CT Lead, and participate in any learning offered by HMPPS' Joint Extremism Unit (JEXU), when meeting the pastoral and religious needs of Muslim-registered residents held at this establishment (TACT, sentenced and remand).

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

**6. Accountabilities** – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities.

- 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.

**7. Person Specification** – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively

**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 Residents, 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 Islam (preferably hold a recognised qualification in Islamic Studies at graduate level).
- Demonstrate at least three years of excellent Imam skills (relevant practical experience in delivery of worship, group work and pastoral care)
- Formal endorsement from the Prison Service Muslim 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.
- Experience of fundraising

**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 16 hours per week and will ordinarily include a Thursday and Friday working days.**

**8. Competencies** – Indicate which of the Sodexo core competencies and any professional competencies that the role requires

■ Growth, Client & Customer Satisfaction / Quality of Services provided	■ Leadership & People Management
■ Rigorous management of results	■ Innovation and Change
■ Brand Notoriety	■ Business Consulting
■ Commercial Awareness	■ HR Service Delivery
■ Employee Engagement	
■ Learning & Development	