

Job Description: Roman Catholic Chaplain - Ordained Deacon or Priest, Religious Brother, Sister

Function:	Chaplain
Job:	Chaplain
Position:	Roman Catholic Chaplain
Job holder:	
Date (in job since):	2017
Immediate manager (N+1 Job title and name):	Managing Chaplain – Phil Longhurst
Additional reporting line to:	Head of Rehabilitation – Gavin Eaton
Position location:	HMP Northumberland

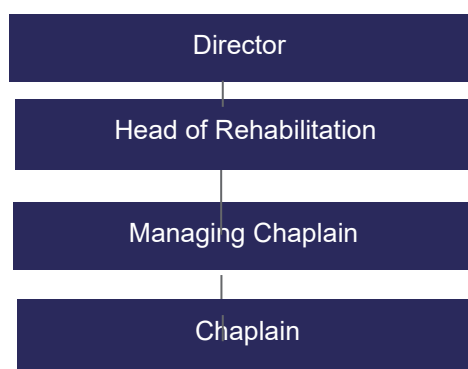
1. Purpose of the Job – State concisely the aim of the job.

- To provide pastoral needs for prisoners whatever their religion.
- Maintain and develop links with visiting Ministers from other faiths and with faith communities to develop support for reintegration.
- To provide counselling when appropriate for prisoners and staff.

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 – Indicate schematically the position of the job within the organisation. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated.



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.

- Discretion to be displayed at all times and strict confidence to be maintained in all sensitive matters
- All mandatory training to be completed as and when required
- To support the Director in delivering the vision for HMP Northumberland, by ensuring that the prison operates effectively with the corporate and local values and vision.
- Sodexo name badge to be worn at all times

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

- Serve the needs of prisoners and staff by supporting religious faith and practice within the prison and pastoral care for all.
- Work together to create an ordered and caring community where individuals can discover and practice their religion and develop and strengthen appropriate links with their family and faith communities.
- Support prisoners of all faiths through facilitating religious prayers and teachings of Faiths representative of the prisoner population.
- To participate in the Equality and Inclusion Management Team meetings.
- To take on when necessary and appropriate generic chaplaincy duties including applications, new receptions and discharges, and visiting prisoners in Separation and Care
- Represent the prison and company to the local community.
- Encourage the faith community outside the prison to take an active interest in the rehabilitation of prisoners.
- Help prisoners prepare for release.
- Provide pastoral support to staff and co-ordinate a Post Incident Care Team providing training as necessary.
- Work with other chaplains recognising and respecting the integrity of other faiths and promoting peace and co-operation.
- Work in accordance with all Sodexo policies and procedures.
- Undertake any duties as required by line manager.

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.

- Prisoners are cared for with humanity, with the prevention of incidents of violence, suicide and self-harm
- Prisoners are provided with a range of opportunities to reduce re-offending and change their lives for the better.
- Prisoners of all faiths will be supported via various methods.
- Community relationships are established to assist the rehabilitation on prisoners.

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

Essential

- Experience of working in a similar role
- To have the necessary recognition from lead faith authorities.
- Great ability to work with the people of different ethnicities

• Ability and wish to work with clergy and volunteers of different faith backgrounds • High level of interpersonal skills including assertiveness and self-motivation • The ability to challenge inappropriate behaviour Desirable • Experience of working in a people-facing role or with vulnerable groups • Managing conflict

8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires																	
<table border="1"> <tr><td>▪ Cultivates Innovation</td><td></td></tr> <tr><td>▪ Manages Ambiguity</td><td></td></tr> <tr><td>▪ Being resilient</td><td></td></tr> <tr><td>▪ Collaborates</td><td></td></tr> <tr><td>▪ Ensures accountability</td><td></td></tr> <tr><td>▪ Communicates Effectively</td><td></td></tr> <tr><td>▪ Courage</td><td></td></tr> <tr><td>▪ Resourcefulness</td><td></td></tr> </table>	▪ Cultivates Innovation		▪ Manages Ambiguity		▪ Being resilient		▪ Collaborates		▪ Ensures accountability		▪ Communicates Effectively		▪ Courage		▪ Resourcefulness		
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9. Management Approval – To be completed by document owner			
Version		Date	
Document Owner			