

Job Description: Church of England / Free Church Resettlement Chaplain



Function:	SODEXO JUSTICE SERVICES
Position:	C OF E / FREE CHURCH RESETTLEMENT CHAPLAIN
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	GADRI AUDHALI, MANAGING CHAPLAIN
Additional reporting line to:	
Position location:	HMP FOREST BANK

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

- To assist all residents about to be released back in-to the community.
- Establish links with Churches, faith groups, Rehabilitation Centres, and other support networks who can support residents upon release to reduce their risk of re-offending.
- To lead & assist with worship & groups, pastoral support, and generic Chaplaincy duties.

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.

DIRECTOR

MANAGING CHAPLAIN

GENERIC, FAITH SPECIFIC CHAPLAINS & VOLUNTEERS

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.

- Liaise with the Public Protection Unit over all prisoners presenting any public protection concerns and where appropriate advise outside churches and faith groups on safeguarding procedures.
- Liaise with HMP Forest Bank Offender Management Unit and relevant resettlement agencies within the prison and contribute to the regular resettlement and risk management meetings (Public Protection).
- Working with colleagues to ensure the delivery of the specification “Faith and Pastoral Care”, and the broader work of chaplaincy in delivering faith and non-faith-based courses.
- Contributing towards the development of local policy, procedures, and practices.

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

- Identify and interview all residents within 3 months of their release date for whom faith-based support in the community may be relevant.
- Serve the needs of prisoners and staff by supporting religious faith and practice within the prison.
- 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.
- Participate in the Chaplaincy Team meetings and other establishment meetings when necessary.
- Take on when necessary and appropriate generic chaplaincy duties including applications, new receptions, visiting prisoners in Separation and Care and in Healthcare centre.
- 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 residents.
- Help residents prepare for release.
- Work with other chaplains recognising and respecting the integrity of other faiths and promoting peace and co-operation.
- Liaise with faith-based rehabilitation centres and hostels in-order to provide appropriate placements for residents.
- Be involved with discharge process ensuring that residents on their day of release have access to the resettlement chaplain to assist with any immediate issues.
- Co-ordinate team to ensure that there is always someone available to deal with residents as they are released.
- Establish a database of useful faith-based organisations who are involved with the resettlement of residents.
- Be involved with sentence planning for relevant residents and help to ensure that this work is shared throughout the Chaplaincy team.
- Advise residents on faith issues on release.
- Enable pastoral visits between residents and their local faith leaders.
- As a member of the chaplaincy team, to assist in worship, groups, pastoral care, and other generic chaplaincy duties.

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.

- Residents are Provided with opportunities to engage with Faith Services and are support via various methods.
- Working relationships with the other departments within the prison are established and effective.
- Residents are cared for with humanity, with the prevention of incidents of violence, suicide, and self-harm.
- Residents are provided with a range of opportunities to reduce re-offending and change their lives for the better.

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

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

- Experience of working in a similar role.
- Growth, Client & Customer Satisfaction / Quality of Services provided.
- Have the necessary recognition from lead faith authorities.
- Leadership & People Management.
- Great ability to work with the people of different ethnicities.
- Building relationships & Team working.
- Ability and wish to work with clergy and volunteers of different faith backgrounds.
- Innovation and Change
- High level of inter-personal skills including assertiveness and self-motivation.
- Brand Notoriety.
- Proven experience and skills in pastoral care, including crisis events.
- Embracing change.
- The ability to challenge inappropriate behaviour.
- Respecting others.
- Employee Engagement.
- Learning & Development.

9. Management Approval – To be completed by document owner

Version		Date	
Document Owner			