

Job Description:   
Muslim Chaplain

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| Function: | | | | **SODEXO JUSTICE SERVICES** | | | | | | | | |
| Position: | | | | MUSLIM CHAPLAIN | | | | | | | | |
| Job holder: | | | |  | | | | | | | | |
| Date (in job since): | | | |  | | | | | | | | |
| Immediate manager  (N+1 Job title and name): | | | | **CAROLINE DOBINSON, MANAGING CHAPLAIN** | | | | | | | | |
| Additional reporting line to: | | | |  | | | | | | | | |
| Position location: | | | | **HMP LOWDHAM GRANGE** | | | | | | | | |
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| 1. Purpose of the Job – State concisely the aim of the job. | | | | | | | | | | | | |
| * To look after the spiritual and religious needs of Muslim Prisoners. * To lead & Co-ordinate Friday Prayers as well lead classes during the week. * To help to ensure that the diverse religious and spiritual needs of the prison community are met by working in a multi-faith team. * To take on when necessary and appropriate generic chaplaincy duties on behalf of the team. * To represent Prison and Company in the local community. | | | | | | | | | | | | |
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| 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 |
| Net income growth: | | tbc | Outsourcing growth rate: | n/a | HR in Region | tbc | |
| Cash conversion: | | tbc |
| Characteristics | | * Add point | | | | | | | | | | |

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| 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 |

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| **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. |
| * Working 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. * Contributing towards the development of local policy, procedures and practices. |

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| 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. * 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 prison population. * Participate in the 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 prisoners. * Help prisoners prepare for release. * Work with other chaplains recognising and respecting the integrity of other faiths and promoting peace and co-operation. |

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| 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. |
| * Provide opportunities for Prisoners to engage with Faith Services and provide support via various methods. * Build working relationships with the other departments within the prison * Prisoners are cared for with humanity, with the prevention of incidents of violence, suicide and self-harm. * Ensure Prisoners are provided with a range of opportunities to reduce re-offending and change their lives for the better. |

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| 7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| * Must complete specific training to hold the qualifications required for area of specialism outlined on the relevant job description.   **Faith/Belief Eligibility Requirements for Muslim Chaplains:**   * Hold a recognised qualification in Islamic Studies at 'Alimiyyah / graduate level. Or • Demonstrate in-depth knowledge of Islam at an equivalent level. • * Be proficient in Tajweed (correct pronunciation of Arabic). • * 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. • * Formal endorsement by the candidate’s faith community – through HMPPS Muslim Faith and Belief Adviser in Chaplaincy and Faith Services at headquarters. Evidence required before appointment). |

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| 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. * Building relationships & Team working. * Innovation and Change * Brand Notoriety. * Embracing change. * Respecting others. * Employee Engagement. * Learning & Development. |

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| 9. Management Approval – To be completed by document owner |
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