

Job Description: Roman Catholic Chaplain



Function:	SODEXO JUSTICE SERVICES
Position:	ROMAN CATHOLIC CHAPLAIN
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	MANAGING CHAPLAIN
Additional reporting line to:	
Position location:	HMP FOREST BANK

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

- To look after the spiritual and religious needs of Roman Catholic Residents by actively participating in religious services, providing an RC chapel group and being available for one to ones.
- To help to ensure that the diverse religious and spiritual needs of the prison community are met by working in a multi-faith team.

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.

- 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.

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

- Serve the needs of residents 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 residents 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 residents 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.

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 residents to engage with Faith Services and provide support via various methods.
- Build working relationships with the other departments within the prison
- 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 conduct the role effectively

- The role would be suitable for a Roman Catholic Ordained Priest or Deacon, Religious Brother or Sister, or a Lay Person.
- Experience of working in a similar role.
- 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 inter personal skills including assertiveness and self-motivation.
- Proven experience and skills in pastoral care, including crisis events.
- The ability to challenge inappropriate behaviour.

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.

9. Management Approval – To be completed by document owner

Version		Date	
Document Owner			