

# UNLOCKING POTENTIAL TRANSFORMING LIVES



## APPLICANT PACK

### Chaplain – (Roman Catholic)

Thank you for your interest in the above role. Below, you will find the job description and person specification, outlining how the different criteria will be assessed throughout the recruitment process. You will also find information on the recruitment and selection process and key dates.

### Job Description

Job Purpose	
<p>The Roman Catholic Prison Chaplain, as part of the chaplaincy team, is responsible for the provision of chaplaincy services to all those in our care and staff at <b>HMP Inverness</b>, in the diocese of <b>Aberdeen</b>. This involves conducting worship and providing pastoral care within the establishment, including individual and group work concerning prayer, the study of holy books, and discussions of matters spiritual and ethical. Duties will be carried out in co-operation with members of the ecumenical and multi-faith chaplaincy team.</p> <p>The Scottish Prison Service (SPS) Strategy Framework on Spiritual and Pastoral Care, Religion and Belief, is the foundational document for the delivery of chaplaincy across the SPS and the practice of prison chaplains should reflect this. This may be found at:</p> <p><a href="http://www.sps.gov.uk/Corporate/Publications/Publication-4604.aspx">http://www.sps.gov.uk/Corporate/Publications/Publication-4604.aspx</a></p> <p><b>Please note:</b> This is an opportunity to join the Scottish Prison Service only and that any appointment to a parish is at the discretion of the appropriate Bishop. In this case the Bishop of <b>Aberdeen</b> has advised that there <b>are</b> available parishes or any other positions, within the diocese. Further information on the availability of work should be sought from the Bishop..</p>	
Key Responsibilities	
1	Responsible for the conduct of worship in relevant tradition as agreed within the establishment, including arrangements for the administration of the sacraments as appropriate.
2	Facilitate the practice of all recognised religions and beliefs as required within the establishment.
3	Make arrangements as required for religious instruction for the Chaplain's own and other religious denominations. This will include individual and group work concerning prayer, study of holy books and discussion of matters spiritual and ethical, including classes for religious confirmation of belief.
4	Provision of holistic spiritual and pastoral care to all; with a priority for the vulnerable, for new admissions, for those on SPS prevention of suicide strategy

	(Talk to Me), the bereaved and for those in segregation units. Chaplains should respond to all requests as soon as practical. Chaplains should also be available to staff.
5	Work together with colleagues as part of the multi-faith Chaplaincy Team and with other disciplines in the organisation to support the SPS vision: 'Unlocking Potential – Transforming Lives'.
6	Liaise closely with staff, multi-disciplinary teams within the establishment and external faith communities to provide effective through care.

## Person Specification & Assessment Information

Our selection approach is based upon the principle of merit which means that we will look to appointment the person who best meets the requirements of the role as outlined in the person specification. In determining the most meritorious candidate, applicants will be assessed against the published criteria during the selection process, as detailed below. The most meritorious candidate will be the one who best meets the essential criteria for the role. Performance against any published desirable criteria will only be considered where two or more candidates have performed equally against the essential criteria and there is a need to use the desirable criteria to identify the preferred candidate.

Criteria	Essential/Desirable?	When assessed?
<b>Qualifications</b>		
Applicants must be an ordained Roman Catholic <b>Priest or Deacon</b> and be in good standing with the Roman Catholic Church.  <i><b>Please note:</b> You are required to obtain written confirmation that you are in good standing with the Roman Catholic Church. This should be in the form of a letter from your own Bishop of Aberdeen. For members of religious orders, a letter from your superior is required. This should be uploaded with your CV application at the time of applying. Applications submitted without such confirmation cannot be progressed.</i>	Essential	CV Application
Theological/Pastoral qualification from a recognised Theological College.	Essential	CV Application
<b>Experience</b>		
<b>Pastoral Experience</b> Experience of pastoral and spiritual care in a faith setting involving individuals and groups.	Essential	CV Application Written Exercise Interview

<b>Relationship Management Experience</b> Experience of building and maintaining effective relationships with a wide range of internal and external stakeholders and teams, demonstrating your ability to lead by example and positively influence others with integrity and impartiality.	Essential	Written Exercise Interview
<b>Planning and Organising</b> Experience of organising, planning, co-ordinating and managing a busy workload with minimal supervision to meet organisational requirements.	Essential	Interview
<b>Knowledge &amp; Skills</b>		
<b>Pastoral Challenges within the SPS</b> Awareness and an understanding of the pastoral challenges within the SPS.	Essential	Written Exercise Interview
<b>Problem Solving and Decision Making</b> Excellent decision-making skills with evidence of your ability to exercise a high level of initiative, judgement and discretion in deciding appropriate actions to be undertaken.	Essential	Interview
<b>Communication Skills</b> Excellent written and oral communication skills, with evidence of the ability to exercise effective listening abilities and adapt your style to suit the needs of the audience.	Essential	Written Exercise Interview
<b>Determination and Resilience</b> Evidence of your ability to manage challenging situations and quickly recover from setbacks by adapting your approach to manage and overcome obstacles and resistance, build resilience and encourage determination in others.	Essential	Interview

Selection Process Key Dates

Vacancy Closes for Applications	<input type="text"/>	Time	2355
Assessment Date*	<div>The Assessment Day will consist of a Written Exercise and Interview on the following date: <input type="text"/></div> <div>Further information will be provided to candidates progressing to this stage of the process by way of a formal invite to assessment.</div>		

\*please note interview dates are subject to change.

If you have any queries regarding the vacancy or have a disability which you feel may affect your performance at any stage in the recruitment and selection process, please contact Emma Wishart, HR Officer by email at: [emma.wishart@sps.pnn.gov.uk](mailto:emma.wishart@sps.pnn.gov.uk) or by telephone on: (01463) 229003 to allow reasonable adjustments to be made to assist you.

