

UNLOCKING POTENTIAL TRANSFORMING LIVES



APPLICANT PACK

ROMAN CATHOLIC CHAPLAIN (ORDAINED, RELIGIOUS OR LAY)

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

The Prison Chaplain (Roman Catholic) carries out their duties in co-operation with members of an ecumenical and inter-faith chaplaincy team. Together they are responsible for the provision of chaplaincy services to all persons in custody at HMP Edinburgh.

There are three important areas of work, these are:

- **Religious Care** is offered to all those wishing to practice their faith and includes leading regular services of prayers, Mass, worship, celebration of the sacraments, studies of religious texts, and faith-based groups.
- **Pastoral Care** is provided, usually individually, to everyone and particularly those in most need – the bereaved and the distressed, those who are at risk of harm to self, and those most vulnerable including new admissions.
- **Spiritual Care** accompanies and supports people of all faiths and none on their journey to discover purpose and meaning in life and to develop the resources to live a fulfilled life.

As part of your application, you will be required to provide a response to a question on each of these key areas.

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:

<http://www.sps.gov.uk/Corporate/Publications/Publication-4604.aspx>

Further reading and information on Scottish Criminal Justice System and Chaplaincy can be found here:

<https://www.gov.scot/binaries/content/documents/govscot/publications/strategy-plan/>

[2022/02/vision-justice-scotland/documents/vision-justice-scotland-2022/vision-justice-scotland-2022/govscot%3Adocument/vision-justice-scotland-2022.pdf](https://www.gov.scot/document/2022/02/vision-justice-scotland/documents/vision-justice-scotland-2022/vision-justice-scotland-2022/govscot%3Adocument/vision-justice-scotland-2022.pdf)

Key Responsibilities

1	<p>Provide Religious Services and Advice</p> <p>Responsible for the arrangement and leading of weekly religious services in the relevant faith-tradition, ensuring continuity of provision for weekly religious services (including with chaplains of other establishments and/or through partnership with local churches and faith groups, where possible).</p> <p>Arranging access to representatives of other faith and belief traditions when requested and in line with SPS protocols.</p> <p>Arrange marriages when requested (where appropriate) and provide advice to local management and staff on religious issues.</p>
2	<p>Provide Religious Care</p> <p>Make arrangements for religious teaching in the relevant faith-tradition. This will include individual and group discussions concerning the study of scripture and tradition, moral and ethical matters, and classes leading to religious confirmation or initiation e.g. baptism</p> <p>Recruit Chaplaincy Volunteers and provide monitoring and assurance in compliance with SPS Volunteering Protocols and in liaison with other Chaplaincy Team members.</p>
3	<p>Provide Pastoral Care</p> <p>Provide pastoral care to all as part of the Integrated Care Pathway (ICP), sharing important information with others; with a priority for the vulnerable, new admissions, those on SPS prevention of suicide strategy (Talk to Me), and in segregation units. Chaplains are also available to staff.</p> <p>Chaplains are part of an interfaith and ecumenical Chaplaincy Team, and must be prepared to provide advice and support to all in SPS care, including those of other faiths, traditions and beliefs (and none).</p>
4	<p>Provide Bereavement Care</p> <p>Provide immediate care to those who are bereaved who are residents or working in prison. This may include assisting with Funeral arrangements and leading memorial services, providing ongoing support and signposting where necessary.</p> <p>Provide bereavement support for those who are experiencing unresolved grief due to a loss prior to imprisonment.</p> <p>Support the whole prison community following a Death in Custody, ensuring all relevant Chaplaincy protocols are followed, including support and liaison with families, and engaging with the SPS Death in Prison Learning and Review process.</p>

5	<p>Provide Spiritual Care Working together with SPS colleagues as part of the Integrated Care Pathway (and with external organisations where appropriate) to provide encouragement, role modelling, building self-esteem and opportunities to belong; accompanying and supporting people of all faiths and none on their journey to discover purpose and meaning in life, developing the resources to live a fulfilled life.</p>
6	<p>Facilitate Throughcare Facilitate throughcare by working together with SPS colleagues as part of the Integrated Care Pathway and especially by developing contact with external faith-groups and organisations to the benefit of prisoners on release. Signposting to throughcare organisations and follow-up after release.</p>

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?
Qualifications		
<p>Ordained Priest or Ordained Deacon, or Lay Person, or Religious Brother or Sister and in good standing with the Roman Catholic Church.</p> <p>Please note: To be eligible for this position, you must be in good standing with your Church. As part of your application, you will be asked to upload a letter of confirmation of your good standing from your current Bishop. This letter must be on headed paper from your diocese and signed off by the Bishop.</p> <p>Where you are applying for a vacancy out with your current diocese, you are also required to submit a letter from the Bishop of the diocese within which the vacancy lies confirming their support of your application. This letter must be on headed paper from the relevant diocese and signed off by the Bishop.</p>	ESSENTIAL	<p>Application</p> <p>Pre-employment Checks</p>

<p>Additional Information Required for Lay Person:</p> <p>This letter should also state that you are suitably qualified to undertake the duties of Roman Catholic Prison Chaplain (i.e. normally Diploma-level theological or pastoral qualification, or equivalent, at a minimum) This letter must be on headed paper from your diocese and signed off by the Bishop.</p> <p>Additional Information Required for Religious Brother or Sister:</p> <p>Please also upload a signed letter of confirmation from your Religious Superior that you are in good standing with your Religious Order and that you are suitably qualified to undertake the duties of Roman Catholic Prison Chaplain (i.e. normally Diploma-level theological or pastoral qualification, or equivalent, at a minimum)</p> <p>Please note your application will not be progressed if these conditions are not met.</p>		
<p>For Ordained Priest or Ordained Deacon:</p> <p>No qualifications required to be evidenced.</p> <p>For Lay Person or Religious Brother or Sister:</p> <p>Diploma level (SCQF Level 8) or above qualification in a theological or pastoral subject (or equivalent).</p>	ESSENTIAL	Application Pre-employment Checks
Experience		
<p>Religious Practice Experience</p> <p>Experience of leading worship and</p>	ESSENTIAL	Application Sift

<p>religious events in a community setting.</p> <p>Application Question: Please briefly describe your experience of leading worship and religious events in a community setting?</p>		Interview
<p>Pastoral Care Experience</p> <p>Significant experience of providing pastoral care to people from different backgrounds and in different situations.</p> <p>Application Question: Please briefly describe your experience of providing pastoral care to a range of people?</p>	ESSENTIAL	Application Sift Interview
<p>Spiritual Care Experience</p> <p>Experience of providing care and support to people of all faiths and none, encouraging, role modelling, building self-esteem and opportunities to belong; accompanying them on their journey to discover purpose in their lives.</p> <p>Application Question: Please briefly describe your experience of providing spiritual care to people. Describing what you have done to support them on their journey?</p>	ESSENTIAL	Application Sift Interview
Knowledge & Skills		
<p>Scottish Criminal Justice System Awareness</p> <p>Awareness of the Scottish Criminal Justice System and the pastoral challenges within a prison setting. (Further reading and insight can be found through links detailed in job purpose.)</p>	ESSENTIAL	Presentation
<p>Communication Skills</p> <p>Excellent written and oral communication skills, including leading prayer-groups, etc. with evidence of the ability to exercise effective listening abilities and adapt communication style to suit the needs of the audience.</p>	ESSENTIAL	Presentation

<p>Relationship Management Experience</p> <p>Ability to build and maintain 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.</p>	<p>ESSENTIAL</p>	<p>Interview</p>
<p>Problem Solving and Decision Making</p> <p>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.</p>	<p>ESSENTIAL</p>	<p>Interview</p>

Selection Process Key Dates

Vacancy Closes for Applications	<input type="text"/>	Time	12.00 noon
Application Sift	Your application will be reviewed a panel of assessors, and an outcome will be issued to you by: <input type="text"/>		
Interview & Presentation Date*	The Assessment Day will consist of a Presentation and Interview on the following date: <input type="text"/> Further information will be provided to candidates progressing to this stage of the process by way of a formal invite to assessment.		

*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 **HR Team** by email at: **EdinburghHRTeam@prison.gov.scot** or by telephone on: **0131 444 3010** to allow reasonable adjustments to be made to assist you.

