

APPLICANT PACK

CHAPLAIN (REFORMED TRADITION)

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 Reformed Tradition Prison Chaplain, as part of the chaplaincy team, is responsible for the provision of chaplaincy services to all persons in custody at HMP&YOI Polmont. 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>http://www.sps.gov.uk/Corporate/Publications/Publication-4604.aspx</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.
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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		
Ordained Minister or Office Bearer who is a recognised representative from a denomination or association of the Reformed Tradition of the Christian Church and is in good standing with, and suitably accredited by their Church.	Essential	Application
Theological/Pastoral qualification from a recognised Theological College.	Desirable	Application
Experience		
Pastoral and Worship Experience Experience of pastoral care with individuals and groups, and leading worship in a faith setting.	Essential	Application Presentation Interview
Relationship Management Experience 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	Application Presentation Interview
Planning and Organising Experience of organising, planning, co-ordinating and managing a busy workload with minimal supervision to meet organisational requirements.	Essential	Application Interview

Knowledge & Skills		
Pastoral Challenges within the SPS Awareness and an understanding of the pastoral challenges within the SPS.	Essential	Presentation Interview
Problem Solving and Decision Making Excellent decision-making skills with evidence of the ability to exercise a high level of initiative, judgement and discretion in deciding appropriate actions to be undertaken.	Essential	Interview
Communication Skills 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	Presentation Interview
Determination and Resilience Evidence of an ability to manage challenging situations and quickly recover from setbacks by adapting the 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	23 August 2020	Time	23:55
Assessment Date*	<p>The Assessment Day will consist of a Presentation and Interview on the following date:</p> <p>07 September 2020</p> <p>Further information will be provided to candidates progressing to this stage of the process by way of a formal invite to assessment.</p>		

*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 **Rachael Ferguson** by email at: **Rachael.Ferguson2@sps.pnn.gov.uk** or by telephone on: **01324722213** to allow reasonable adjustments to be made to assist you.

