

Chaplain Vacancy

May 2019

Introduction to Greater Manchester Community Chaplaincy

Greater Manchester Community Chaplaincy (GMCC) was set up in 2004 through a partnership of prison chaplains at HMP Manchester, Greater Manchester Churches Together and Greater Manchester Probation Trust in recognition of the challenges facing people on leaving custody and the gaps in services that leave ex-offenders vulnerable to re-offending.

The needs we were set up to support have only increased. Research by the charity Shelter in 2013 sought to establish the key issues being faced by people leaving prison. Those findings matched with the feedback we were receiving from those we were working with and showed the following needs:

- Accessing and sustaining suitable accommodation.
- Having food and basic provisions.
- Managing and overcoming substance abuse.
- Addressing poor mental health.
- Maintaining and rebuilding healthy social networks.

Despite local and national initiatives over the years, the levels of re-offending remain too high. In 2018, the Prison Reform Trust cited that nearly half of all adults (48%) are reconvicted within one year of release. For those serving sentences of less than 12-months, this increased to 64%. Further research shows that the re-offending rates in Greater Manchester are higher than the national average and managing re-offending costs the UK billions of pounds each year.

Our work remains needed as much as it always has and, because of this, our vision is clear: **to help offenders and ex-offenders, of all faiths and none, to re-integrate positively into society.**

Over the years, we have consistently shown that we have a role to play in supporting offenders and ex-offenders in a way that the state cannot do alone. We have a faith basis which provides unconditional and ongoing support to people. We are brave and willing to try new things that will help. And, we are a trusted partner to prisons across Greater Manchester and the wider network of organisations supporting offenders and ex-offenders.

At the centre of our approach is the provision of chaplaincy support, both inside and outside of prisons. Due to our current chaplain moving on to pastures new, we now have a vacancy in this important role within our organisation.

Applying for this role

This document contains key information about the role and the job description.

To apply, please carefully review the information and we would always encourage people to do their own research about the role of chaplaincy working with offenders and ex-offenders. We would also encourage people to look around our website too to find out more about us.

To apply for this role, please complete the application form and send it to Debbie Joyce at GMCC, Methodist Central Buildings, Oldham Street, Manchester, M1 1JQ by 15th June 2019 at the very latest, as no late submission can be accepted. **Please note that CVs will not be accepted.**

Interviews will be held on Monday 24th and Wednesday 26th June 2019 at our offices at Methodist Central Hall, Oldham Street, Manchester, M1 1JQ.

Chaplain Job Description

This post is being offered initially one fixed term, one-year basis. However, due to the importance of this role, we are working to secure the longer-term sustainability of the role.

Key information

- **Salary:** £11.50 per hour
- **Reporting to:** Centre Manager
- **Responsible for:** Clients supported
- **Hours:** 16 hours per week (core hours of Tuesday to Thursday, 10am-3pm must be covered)
- **Location:** GMCC offices in Central Manchester but with regular travel across the district
- **Holidays:** 5.6 weeks pro rata (including bank holidays)
- **Pension:** Option to join workplace pension

Summary of the role

The Chaplain will build links and bridges between offenders in prison and ex-offenders in the community and within the communities to which they return.

The post-holder will work towards successful re-settlement of those released from prison including a reduction in offending behaviour by working with existing agencies and providing on-going additional support through GMCC, its workers and volunteers.

The role will contribute towards local crime reduction strategies.

Job profile

The principal purpose of the job is to promote practices across GMCC and its partners that support the belief shared by all faith communities that each individual matters and has value to society. The Community Chaplain will assist individuals in a holistic way irrespective of personal faith and everyone requesting will be offered appropriate support. The post-holder will provide spiritual leadership to GMCC in order for it to remain true to its mission and values.

Main responsibilities of the role

- Across GMCC:
 - Ensure good working relationships with all staff and volunteers.
 - Work collaboratively with the Centre Manager to review the service and ensure it develops in response to the needs of clients.

- Work in collaboration with the Volunteer Coordinator to increase the capacity and capability of volunteers to provide Information Advice and Guidance within a Chaplaincy environment.
- Maintain working relationships with statutory and voluntary agencies in the community.
- Ensure that GMCC maintains its presence in community initiatives.
- Amongst prisoners and ex-offenders:
 - Work in and with Prison Chaplains to identify and make contact with prisoners prior to their release, offering support from GMCC.
 - Assess and initiate further support for those who request involvement from GMCC.
 - Maintain and implement essential policies and procedures appropriate to the work, ensuring best practice in all contact between GMCC staff, volunteers, existing and former prisoners.

Team responsibilities

- Work in collaboration with people of all faiths.
- Undertake regular personal supervision and appraisal.
- Be willing to undertake team training and skill sharing as required.
- Constructively contribute to the overall management, monitoring and evaluation of services to ensure that they meet local needs.

General responsibilities

- Carry out duties in accordance with GMCC vision, mission and values.
- Meet legislative and all relevant regulatory requirements.
- Provide regular written and oral updates to the Centre manager and Trustees.
- Work with the centre manager to identify and apply for grants/ funding to continue funding the chaplain role.
- Work collaboratively with other members of the Community Chaplaincy Association.
- Produce and distribute the monthly prison prayer letter.

The above is a broad outline of the responsibilities and duties of the post. As befits working as part of a small team, the post holder will be required to be flexible in their approach to meeting these responsibilities and duties and in supporting the organisation's priorities and future development needs.

Chaplain Person Specification

Attributes	Essential	How identified	Desirable
Relevant Experience	<ul style="list-style-type: none"> • A person recognised and authorised by their faith community • A proven track record of working with offenders/ex-offenders • Contributing to networks • Experience of collaborative working • Awareness and sensitivity to working with other faith communities and denominations 	Application and Interview	<ul style="list-style-type: none"> • Ability to facilitate group working • Experience of working with the prison service and probation
Education and Training	<ul style="list-style-type: none"> • Ability to recognise appropriate boundaries for themselves and for others 	Application	<ul style="list-style-type: none"> • Willingness to undertake training • Experience or relevant qualification in community work, social work/care, or related field
Special Knowledge and Skills	<ul style="list-style-type: none"> • Well organised and capable of meeting deadlines • Good communication skills • Good writing skills • ICT practice • Commitment to Equal Opportunities • Ability to use and maintain systems for data storage and retrieval • An ability to lead and motivate others 	Application and Interview	<ul style="list-style-type: none"> • Knowledge of outcomes and value-based approaches to service development and delivery

Any Additional Factors	<ul style="list-style-type: none"> • Willingness to undertake regular personal supervision • The ability to initiate and sustain new ideas and methods of working • Ability to work well with others • Ability to work independently • Flexible and responsive to under-confident adults • Smart appearance at all times 	Interview	<ul style="list-style-type: none"> • Leadership skills • Understanding of community development • Demonstrable experience and understanding of Social Exclusion issues
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