



QUEENS HALL ACTION ON POVERTY

Chaplaincy

Hours of work: 37.5 hours per week

Permanent role

Pay: £28,000 p.a.

Base: Central Wigan and all charity work bases

Reporting to: Chair of Trustees of The Brick / Chief Executive

Responsible for: Provision and development of a chaplaincy service for whole organisation

Purpose of the Job:

To develop and lead a pro-active chaplaincy service for all areas of the Brick charity

- promoting and developing a listening culture
- enabling engagement with faith and spirituality to promote personal development and change
- building the capacity of the organisation to deliver effective work within its Christian ethos

Key tasks

1. Recruit, develop and lead a team of volunteer chaplains
2. 1-to-1 pastoral support sessions for staff and volunteers
3. Group support sessions where appropriate and desired
4. Offer prayer where appropriate
5. Produce a weekly prayer letter for staff and volunteers
6. Regular meetings with senior leaders to ensure communication and care
7. Be visible across all sites in the organisation
8. Establish links with local faith leaders, securing support and making referrals as necessary
9. Support and nurture the development of worshipping communities

Key responsibilities

10. Raise the profile of The Brick within the churches across Wigan and Leigh
11. Fully engage with other chaplaincy teams and support networks
12. Be a 'friendly professional', who provides a listening ear for all at The Brick
13. Be a visible leader in the organisation – helping to underpin a positive culture
14. In short, build-up and support staff, volunteers and people who we work with.

General Responsibilities

Fundraising

To be involved in a range of fundraising activities in line with Methodist Church teaching and the fundraising guidelines of the Charity commission and relevant fundraising standard authorities.

Administration

To undertake all administrative tasks for the post

To prepare press radio, social media releases and articles

To prepare reports as requested by funders and other external agencies

To ensure good time management

Personal development

Prepare for and attend supervision, performance review, and appraisal meetings with CEO
undertake training and attendance at conferences as required

Complete all necessary administration such as travel claims, annual leave requests etc.

Health and safety

In line with Health and Safety and Lone Working Policies, take reasonable care of personal health and safety and the health and safety of colleagues, service users and other persons who may be affected by acts and omissions both on and off site.

Diversity

Understand and implement QHAP's Equality and Diversity Policy

The Chaplain will work with those of all faiths and no faith; of different cultures and ethnicity; sexual orientation and ability.

Out of hours

Be willing to work out of hours, including weekends and evenings when necessary.

(This needs to be ring fenced to the post not covering shifts in the shelters)

General

The Post holder must -

Be able to use their own initiative to work in a strategic manner and manage their own time

Operate within all policies and procedures

Take responsibility for ensuring that legal obligations regarding information which is processed for both service users and staff is kept accurately, confidentially, secure and in line with the Data Protection Act 2018 and Confidentiality Policies.

Not abuse their official position for personal gain, to seek advantage of further private business or other interests in the course of their official duties.

Be willing to undertake other such duties consistent with the post, as jointly agreed between the post holder and Queen's Hall Action on Poverty.

Note

Queen's Hall Action on Poverty are committed to the safeguarding and protection of all young people and adults. In line with our Safeguarding policies. We will carefully select, train and support all those with any responsibility within the Charity, in accordance with our rigorous recruitment and selection policies.

Person specification

Essential
Desirable

Qualifications	
Suitable academic achievement	E
Professional qualifications	E
Experience	
Successful delivery of chaplaincy	E
Experience of counselling / person centred work / groupwork	E
Experience of training	E
Experience of building teams and other organizational development	D
Demonstrable experience in work to address and alleviate poverty	D
Track record of enabling people to change and to move-on	E
Experience of working in a Charity	D
Skills, Knowledge and Abilities	
High levels of emotional intelligence	E
Excellent interpersonal skills	E
High level negotiation skills	E
Ability to lead with passion and vision	E
Ability to develop and maintain networks	E
Able to lead and motivate staff	E
Knowledge of Charity / voluntary sectors	D
Ability to get the best out of paid and unpaid staff	E
Personal Attributes	
Active commitment to the principles and practice of Christianity	E
Personal engagement and practice in faith	E
Commitment to the vision, mission and values of QHAP	E
Inclusive	E
Decisive	E
Attentive to appropriately meeting people's needs	E
Proactive with dynamism and energy	E
Ability to communicate effectively in writing and in person	E

Charismatic management / leadership style
Personal drive and motivation
Ability and willingness to work under pressure

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