

**Job description:** Workplace Chaplain

**Reports To:** Senior Chaplain

**Supervising:** None

**Job purpose:** Description

To give support to all in the workplace, build relationships of trust, acknowledge work people are doing and do this within the bounds of the organisational expectations, procedures and guidelines.

**Responsibilities:**

To:

- visit people in the workplace on a regular basis
- provide a pastoral presence in the workplace
- engage in private and confidential discussions with employees at their specific request
- provide support, friendship and a 'listening ear' to employees at all levels within the organisation
- acknowledge work is a spiritual activity
- build relationships of trust i.e. ensuring individuals are fully aware that all conversations are confidential
- communicate effectively – listening, questioning, building a rapport, being able to put self in the 'other person's shoes'
- carry out role objectively whilst taking an interest in the organisation and the work it undertakes and offer theological reflection if appropriate
- be available to employees of all faiths and none
- Maintain a record of visits and conversations
- be positive and supportive of the work of WMHB

**Standards to be adhered to**

- Do not discriminate in any way i.e. treat all clients equally regardless of race, sex, disability, sexual orientation or religion or belief.
- Engage with employees in an appropriate manner i.e. in a non-intrusive, non-interrupting way - a natural opening rather than invasive;
- Behave at all times in a Christian manner
- Seek advice when uncertain or unsure
- Present self in a professional manner ensuring that appearance and demeanour is acceptable.
- Be committed and self-disciplined
- Co-operate with the organisation and any relevant personnel to ensure a high standard of health and safety is achieved
- Abide by any H&S as well as security requirements in the workplace
- Agree the visiting times in advance with key personnel. If possible, arranging specific times that can be advertised on appropriate notice boards to employees.
- Report to and maintain regular contact with appropriate personnel e.g. HR/OH Directorate or General Manager.

- Ensure that equipment, fixtures and fittings are not intentionally or unintentionally interfered with or misused in any way.
- Wear protective clothing or uniforms and use safety equipment, where appropriate, in line with organisational health and safety procedures and guidelines.
- Report damage to equipment, fixtures and fittings which could be a health or safety hazard.
- Report all accidents, of any nature and however caused, where appropriate.
- Report any item or problem having or potentially having an adverse effect on the health and safety of any other person to the appropriate personnel.

**Person specification**

**Skills, qualities and experience required**

Workplace Ministry is seeking to appoint a suitable person(s) to establish the first phase of a chaplaincy to the Grosvenor Casino, in Luton.

This is a paid part time appointment (8 hours per wk) and will require the person(s) to work unsocial hours.

The ideal candidate(s) will be an ordained or lay person(s) from a recognised Christian denomination (CTBI) with the ability to provide pastoral support to a diverse workforce in a vibrant and challenging environment.

The successful candidate(s) will have a call to Chaplaincy, as well as the ability to reflect theologically on the issue of gambling and a motivation to serve the local community.

	<b>Essential</b>	<b>Desirable</b>	<b>Evidence</b>
Experience	Dealing with people on a one-to-one basis Ability to maintain confidentiality	Working in a voluntary organisation	Application Interview
Excellent communication skills	listening, discerning, sound judgement	Empathetic	Application Interview
Christian values and theology	Lay or clerical training	Experience in relevant orgs	Qualifications Applications Interview
Competencies	Literacy Reasoning	Report writing	Application
Social skills	Welcoming Articulate Friendly Discreet		Application Interview
Management Skills	Organisational Time Auto directive		Application Interview
Motivation	Practicing Christian Ability to reflect theologically Non dogmatic	Methodist	Application Interview
Physical	Ability to access the work environment	Own transport	Application Interview
Location	Lives near locality		
Appearance	Appropriate to setting		
Availability	Flexibility of working hours		
PC literate	MS Word	Has own IT	Application Interview

