

JOB DESCRIPTION

MANAGING COMMUNITY CHAPLAIN

HOURS

30 hours per week. Flexibility essential, as there is likely to be evening and weekend work.

TRAVEL

Essential car user – travel expenses paid in accordance with agreed contract of employment.

ACCOUNTABLE TO:

South West Community Chaplaincy Board.

LINE MANAGER

The Chair of Trustees

JOB LOCATION

Office location in Exeter but some flexibility for home working subject to agreement.

SALARY

£32,356 per annum (FTE £40,444)

Subject to review

PURPOSE

South West Community Chaplaincy aims to provide effective mentoring, advocacy and community support for people as they leave prison or complete community sentences and re-integrate back into the locality, within the counties of Devon, Cornwall and the West of Somerset. **SWCC** aims to provide a professional focus and resource for the Faith communities within the area to establish new and innovative ways of helping clients address their offending behaviour. This is done by providing a network of support that can challenge and promote a positive attitude for change.

The role of the Managing Community Chaplain is to plan, manage and execute the work of SWCC according to the aims and objectives of our Strategy and Business Plan, and within the available budget. This includes acquiring resources and coordinating the efforts of team members, volunteers, agencies and faith community partners in order to provide a comprehensive service to people leaving prison or completing community sentences.

KEY TASKS

Management and Development

1. Work with the Trustees to define the scope, goals and deliverables of SWCC through an agreed strategy and business plan.
2. Develop the ongoing strategy and direction for the organisation in accordance with its faith ethos.
3. Effectively communicate organisational expectations to team members and stakeholders in a timely and clear fashion.
4. Monitor progress of Strategy and Business Plan through our monitoring system IO.
5. Establish, maintain and develop relationships with faith communities and voluntary agencies.
6. Establish, maintain and develop working relationships with statutory services and agencies, including National Probation Service, Police, Prisons, IOM, Health Services, Social Services.

7. Maintain and develop relationships with the national Community Chaplaincy Association (CCA) and other Community Chaplaincy projects.

Staff Management

1. Coach, mentor, motivate and supervise team members and contractors, and influence them to take positive action and accountability for their assigned work.
2. Delegate tasks and responsibilities to appropriate personnel.
3. Identify and resolve issues and conflicts within the staff and volunteer team.

Volunteer Operations

Oversee and support the Community Connections Coordinator in generating appropriate volunteering opportunities and role descriptions based on the needs of the Charity.

1. Promote volunteering externally.
2. Support the recruitment, induction and training of volunteers.
3. Support the Community Connections Coordinator in providing supervision of volunteers.
4. Celebrate volunteering by nominating volunteers for awards and organising events.
5. Keep up to date with legislation and policy related to volunteering and make necessary modifications to accommodate changes.

Fundraising and Financial Management

1. Contribute to a funding strategy that secures the resources needed to develop and extend further the organisation's scale and scope.
2. Draft and submit budget proposals, and recommend subsequent budget changes where necessary.
3. Work with fundraiser to secure further monies from Trusts.
4. Report to the OPCC, grant making trusts and other funders as required.
5. Operate within financial controls and budgetary monitoring systems to ensure the proper accounting of organisational resources.
6. Scrutinise expenses claims, and submit to Finance team for payment.
7. Receive and check invoices, and submit to Finance team for payments.
8. Keep oversight of gifts and grants received and report as required.

Publicity and Marketing

Oversee and support the Community Connections Coordinator in:

1. Planning and developing publicity initiatives and materials.
2. Publishing regular newsletters and prayer letters.
3. Planning and participating in promoting the work of the Charity to Faith Communities
4. Maintaining and updating the Charity's website.

Monitoring, Evaluation and Compliance

1. Implement and maintain appropriate recording, monitoring, and evaluation systems that contribute to the development of the organisation and provide evidence of its effectiveness.
2. Maintain and contribute to the further development of Charitylog (our case management system).
3. Embed Impact and SPIDER II tools throughout the project.
4. Act as Company Secretary.

Safeguarding

1. Act as the Designated Safeguarding Officer (DSO).
2. Ensure safeguarding policies, procedures, training and reporting requirements are

implemented and regularly reviewed

3. Provide safeguarding advice and support to staff, volunteers and trustees.
4. Maintain oversight of safeguarding incidents, referrals and learning outcomes.

Data Security and Information Governance

1. Ensure compliance with UK GDPR, Data Protection Act and charity data management requirements.
2. Oversee data security systems, policies and procedures.
3. Ensure staff and volunteers are appropriately trained in data protection and confidentiality.
4. Manage data breaches and reporting requirements where necessary.

Community Chaplaincy

Oversee, manage, monitor, develop and expand the delivery of mentoring support through:

1. Referral processes that are fit for purpose and ensure access to the service is widely available.
2. Exploring potential for new referrals
3. Ensuring the quality of holistic support for clients, that is; practical, emotional, relational, developmental, social and spiritual, is continually upheld and developed.

Lived Experience

1. Promote the meaningful involvement of people with lived experience in the development, delivery and evaluation of SWCC provision.
2. Support the LEAF Team Lead in the development of the Lived experience Advisory Forum.
3. Ensure client feedback and lived experience inform organisational strategy, policy and service development.
4. Champion co-production and participation across the Charity.

Other

1. Undertake training as identified through the Board of Trustees, and personal supervision and appraisal.
2. Be flexible, and willing, to step in and cover for, and support other employees.
3. Undertake other duties agreed with the Board of Trustees that from time to time might be necessary for the effective delivery of the project.