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## Chaplain

### Job Description

<b>Responsible to:</b>	Group Director of People & Culture
<b>Responsible for:</b>	Volunteer chaplains
<b>Hours of Work:</b>	21 hours per week, generally worked within office hours, Monday to Friday, with occasional evening and weekend work
<b>Work Location:</b>	Based at South Ealing and will be required to work at other close by sites and occasionally be required to attend other YMCA St Paul's Group locations.

### Job Purpose

To provide a Christian Chaplaincy Service to residents, service users, staff and volunteers and to assist in the development of the spiritual life of the Charity. The Chaplain will provide pastoral care and support and offer opportunities to explore the Christian faith and spirituality to a diverse community, which includes people of the Christian faith, other faiths and no faith.

Chaplaincy is a vital part of the People & Culture Group which is at the heart of this growing charity. As a team we influence our organisational culture and strategy, provide training and support that helps us connect authentically with each other and pray for God's leading and direction.

### Organisation Context

YMCA St Paul's Group (SPG) is one of the largest YMCAs in Europe and a leading provider of supported housing in London and beyond; providing a safe place to stay to about 1,200 young and vulnerable people each night.

Our approach is informed by our Christian faith, and we work with fellow community collaborators to see this vision realised. Our core values underpin the way that we deliver our work, and our aim is to create an inclusive culture where our staff, residents and customers feel a sense of belonging and can be their authentic selves.

We welcome everyone, strive for excellence in all we do, inspire hope in others for what they might achieve and strive to grow and develop both people and places.

- We provide housing and support to those in need of a place to call home and support them with services that empower them to build a positive future.
- We support children, young people and families to be safe, healthy, connected and confident.
- We bring people together by encouraging them to be healthy, physically and mentally.
- We help nurture an environment where people of all faiths and none can understand and express the love of God.

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- We empower our residents, staff and users by providing them with excellent service and welcoming properties where they can thrive.
- We enable the Charity to respond to the future with an equipped and empowered workforce that is flexible and agile.
- The vision of YMCA St Paul's Group is to empower young people by providing the resources and support so they can thrive. We wish to create inclusive, active and healthy communities where everyone can flourish.

## Duties and Responsibilities

### 1. For Residents, Service Users, Members of the Public and Visitors

- To provide residents, members of the public and visitors with opportunities to seek confidential life-transforming spiritual care and pastoral support including Christian prayer and leading acts of worship, and to explore the Christian faith and spirituality.
- Provide additional pastoral support to people living in our hostels where needed; liaising with the Housing and Support, Release Counselling, and Progression teams to help identify where pastoral support is most needed.
- Work with the Housing and Support, Progression, Health & Wellbeing, and Release Counselling teams to enhance their programmes for residents, including developing and assisting with engagement activities for residents and groups specific to people who have experienced homelessness.
- Provide emergency pastoral support in crises or other significant events.
- Sensitively explore ways in which spiritual support can be provided, for example through individual or group prayers/reflection, visiting a resident in hospital or by leading a service.
- Celebrate Christian Festivals with special services and activities and support those wishing to participate or facilitate these activities. Recognise other significant festivals and events for those of other faiths providing support where appropriate.
- Develop a network of multi-faith contacts within the Charity and the local community and link people with faith leaders externally, where this is not available within the Charity.
- Develop a network of Christian Chaplaincy volunteers, who can provide regular or ad hoc pastoral support across the charity.
- Oversee the use and ambience of the Chapel and/or prayer room at the location in conjunction with other colleagues.
- Explore potential for new chaplaincy services in other YMCA SPG services.

### 2. For Staff and Volunteers

- Meet new staff team members and volunteers as part of their induction to the Charity to explain the role of the Chaplaincy service and provide them with contact details.
- In conjunction with other Chaplains and managers, recruit, induct, train, develop and manage groups of volunteers to assist with the Chaplaincy service and to meet monthly or annual KPI targets. The post holder is expected to have a 'hands on' approach to supervision and support of volunteers.

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- Undertake supervision meetings and work reviews with chaplaincy volunteers to help monitor volunteers' performance; identify training needs where necessary.
- In conjunction with other Chaplains and other association Chaplains provide for the spiritual development of staff within the Association.
- Be available to individual staff team members who want to know more about the Christian Faith.
- Manage and support rotas, staff cover, and absence for sickness and annual leave. On occasions the postholder may be asked to attend another site if another chaplain is unable to attend a regular or emergency issue.

### **3. Finance and Budgetary Management**

- Work with the Group Director of People & Culture to set annual budgets.
- Maintain accurate financial and performance records and produce reports as and when required by management.
- Identify alternative sources of funding for new pieces of work, working with the Marketing and Fundraising department where appropriate.

### **4. External**

- Develop and maintain relations with local Churches/faith groups/church leaders, individual Christians, and communities to develop their involvement with YMCA St Paul's Group so that those communities can support and participate in our work, including fundraising.
- Attend Regional Chaplains' meetings and other Regional and National events as and when appropriate.
- Represent the YMCA SPG at external meetings.

### **5. General – All Staff**

- Able to proficiently use IT systems, including working with databases, Microsoft office, email, internet.
- Attend all relevant training and development programmes.
- Attend all relevant cross departmental, and Corporate Office meetings as and when required.
- Undertake any other duties as requested by line manager.

### **Scope and Limits of Authority**

The Chaplain has discretion over purchasing in support of their pastoral work and within budget limits.

**CHAPLAIN**

Person Specification / Key Competences

<b>KNOWLEDGE &amp; EXPERIENCE</b>	
<b>Essential</b>	<b>Desirable</b>
A practising Christian (from a Church in membership of Churches together in Britain and Ireland, or the Evangelical Alliance) with an excellent understanding of the Christian faith.	A relevant qualification or training in theology and/or related topics relevant to the work of the Charity.  Experience includes working and engaging with people of other denominations, other faiths and no faith.
Significant experience of providing spiritual and pastoral support to others from a Christian perspective.	Experience of providing pastoral care to young people or vulnerable adults.
Experience of working with young people and/or vulnerable adults.	Experience of providing and/or supporting youth work or related services.  Knowledge and training in leadership and safeguarding within a faith setting.
Knowledge and understanding of Chaplaincy work.	Counselling training and qualification. Training in Psychologically Informed Environment (PIE) or trauma informed practices.
Demonstrates creative skills and a passion for working with people and providing creative ways of exploring faith.	
Experience recruiting, training, and supervising volunteers	
<b>KEY COMPETENCIES &amp; SKILLS</b>	
<b>Essential</b>	<b>Desirable</b>
<b>Key Competencies</b>	
<b>Collaboration</b>	
Able to develop and maintain positive working relationships with others	
Able to form non-judgemental and constructive relationships, especially with vulnerable people, whilst holding clear boundaries	
Able to confront difficult situations and reconcile different viewpoints	
<b>Communication and influencing</b>	
Excellent communication and interpersonal skills	

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<b>Equity, Diversity &amp; Inclusion</b>	
Able to work effectively within, and successfully implement, an equitable, diverse and inclusive environment	
Respects the Christian ethos of the YMCA and upholds its values	
<b>Planning and organising</b>	
Good planning and organisational skills in order to manage a busy and varied workload	
<b>Self- awareness and personal development</b>	
Considers their impact on those around them in respect of their actions and decision making.	
Self-aware, mindful of their own strengths and weakness, accepting of feedback, aware of own limits, focused on resilience, managing stress and emotions	
<b>Additional requirements</b>	
On occasions may be asked to work unsocial hours, including evenings, weekends, and public holidays.	
Able to travel to different YMCA sites	

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## Terms and Conditions of Employment

### **Salary**

£31,293.00 per annum pro rata

### **Hours of Work**

21 hours per week, with some flexibility to choose their own hours.

### **Annual leave**

Commencing at 25 days per annum plus public holidays (for five days per week workers; otherwise pro-rata).

### **Conditions of Appointment**

Subject to satisfactory references, medical clearance, Enhanced Disclosure Barring Service check and verification of ability to work in the United Kingdom.

### **Probation Period**

Subject to satisfactory review, the contract will be confirmed after six months unless stated otherwise.

### **Continuity of Service**

For those already employed within the YMCA Federation, continuity of service will be recognised for pension and annual leave entitlement, but not statutory rights.

### **Notice Period**

One week during the probationary period and then a minimum of one calendar month.

### **Pension**

Subject to certain criteria set by Government, you will be auto-enrolled into our chosen workplace pension scheme. The default position on Auto-Enrolment will be for your contributions to be made on a Salary Exchange basis, but you will have the option to opt-out of this arrangement. In respect of these Salary Exchange arrangements, you agree that your gross pay will be reduced by an amount equal to your Salary Exchange contributions.

### **Other Benefits**

Free use of the Health and Fitness facilities and a staff discount in restaurants.