



University Hospitals Birmingham  
NHS Foundation Trust

# Join us at UHB



Building healthier lives

# Welcome from our CEO

Professor David Rosser



Dear Candidate,

Thank you for your interest in working with us here at University Hospitals Birmingham NHS Foundation Trust (UHB).

Please take some time to read through this application pack to gain a better understanding of our Trust in general, this role in particular, and why UHB is a great place to work.

UHB is one of the largest teaching hospital trusts in England, serving a local, regional, national, and international population. We employ around 22,000 colleagues and are committed to investing in your training, development, health and wellbeing and future career with us.

We see and treat more than 2.2 million patients every year across our four hospital sites - Good Hope, Heartlands, Queen Elizabeth Hospital Birmingham and Solihull Hospital - and through our community services and clinics. We are centres of excellence in many clinical specialties.

But it's not just our patients we invest in at UHB; we also invest in our staff. In fact, we believe we are defined by our people, not the state-of-the-art equipment or facilities we work out of. We have high standards and we want to build healthier lives for patients and our teams, wanting you to enjoy your job, and flourish in it.

To reinforce this commitment, we recently refreshed our values after hearing from over 1,400 colleagues about what made them proud to work at UHB

We will be:

**Kind:** the kindness that people show to each other every day

**Connected:** the connections we build with everyone around us

**Bold:** the ability to be bold in how we think, speak and act

We hope you find this pack useful and look forward to receiving an application from you for this role within our Trust.

Yours sincerely,

A stylized, handwritten signature in black ink, appearing to read 'David Rosser'.

Professor David Rosser,  
Chief Executive Officer

## JOB DESCRIPTION

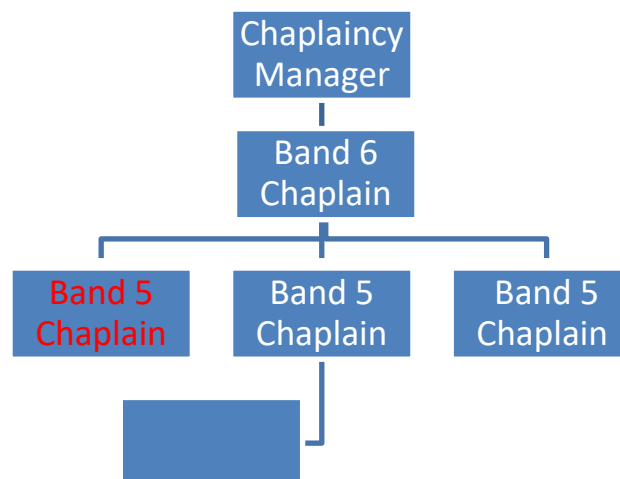
<b>Job Title</b>	Christian Chaplain (non-RC)
<b>Pay Band</b>	Band 5
<b>Department</b>	Chaplaincy
<b>Division</b>	Corporate Strategy
<b>Reports to</b>	Chaplaincy Manager - Fr Roger Raven
<b>Professionally Responsible to</b>	Rev Jackie Gayle

### JOB SUMMARY

The post-holder will provide spiritual, religious and pastoral care to patients, relatives, carers and staff, across University Hospitals Birmingham as required. They will also undertake weekend, bank holiday and on-call duties as agreed with the Chaplaincy Manager.

They will develop sustainable and creative relationships between their faith / belief community and the Trust.

### TEAM/DEPARTMENT STRUCTURE CHART



### KEY SKILLS

To develop a growing awareness of the varying spiritual, religious and pastoral needs of people in a diverse context, to offer 'respectful presence' to all, and to assist Chaplaincy colleagues in meeting these needs.  
To be ready to appropriately challenge inequality and to assist colleagues in identifying where inclusive care can be improved to ensure that individuals, their families and carers have access to the most appropriate and best quality care, irrespective of their personal circumstances.  
To practice ethically, respecting the rights of individuals, their families and carers and to assist in the provision of information to increase understanding, inform choices and support decision making. Providing care based on professional, legal and ethical codes of conduct.  
To promote spirituality as a quality of healthy organisational life through personal integrity, and behaviour.  
To work as part of a Chaplaincy Team representing diverse beliefs, respecting what is distinctive and encouraging the existing cooperation and goodwill within the team. This will be done in the spirit of departmental documents.

### KEY RESPONSIBILITIES

To provide appropriate and informed spiritual, religious and pastoral care for patients, relatives, visitors and staff under the supervision of a senior colleague.

To be a reflective practitioner, and identify areas of work where improvements can be made and where the quality of care provided can continue to be enhanced. To work collaboratively with team members in the shaping of those improvements.

To ensure good communication with all Chaplaincy Team members including Volunteers, Honorary and Bank Chaplains, aided by appropriate sharing of information according to SOPs and resources available to the department.

Where appropriate, safe and practical, to ensure that patients have the opportunity of attending events / acts of worship / meditation sessions within the Faith Centre when requested. Where this does not happen to offer appropriate alternatives to meet the needs of the patients.

Where appropriate, to lead acts of worship / meditation sessions, where relevant in collaboration with other colleagues.

To develop and deliver tailored memorial events. To contribute to, and where requested by the Chaplaincy Manager lead on Trust wide events.

In accordance with agreed Standard Operating Procedures, to participate in the appropriate and specified emergency on-call rota for the Department and to respond to any major incident as part of the Chaplaincy team. Must ordinarily be able to attend whichever hospital calls within one hour of receiving an urgent call unless flexibility is negotiated with the Chaplaincy Manager or referring clinical colleague.

To undertake other Chaplaincy duties from time to time, as directed by the Chaplaincy Manager, commensurate with the nature of the post.

To work as a specialist representative of your faith / belief community and to ensure that those you support receive care that is appropriate to their tradition and needs.

#### **BUDGETARY AND RESOURCE MANAGEMENT**

Under the direction of a Band 6 or 7 chaplaincy colleague, to assist in the promotion of the work of Chaplaincy in the local and faith / belief communities to encourage e.g. referrals, partnership working and recruitment of volunteers and to assist in developing understanding of spiritual, religious and pastoral care.

To provide data and accurate and confidential records of one's activities and referrals received and made as agreed within the department to ensure that the care offered by the team as a whole is reliable, collaboratively delivered, accountable and of a high standard.

To maintain one's own wellbeing and development, both spiritually and professionally and to attend regular and appropriate supervision, and training courses that are relevant to your specific role, as required by the Trust/Department and by agreement with your line manager.

With the agreement of the Chaplaincy Manager to attend appropriate meetings and engagements within their faith / belief community.

#### **MANAGEMENT , SUPERVISORY, TEACHING, TRAINING RESPONSIBILITIES**

To be a professional and effective role model and to work with colleagues to develop relationships across the multi-disciplinary context, ensuring that the Chaplaincy service continues to be an integral part of the delivery of healthcare.

To work closely with other team members to support the Chaplaincy Volunteers (and if requested by the Chaplaincy Manager, Honorary and Bank Chaplains as well) in their offering of spiritual, religious and pastoral care. Where appropriate, to assist in the training, mentoring and supervision of Chaplaincy Volunteers.

Following training and consolidation to assist in the induction, training and ongoing education of non-chaplaincy staff in spiritual, religious and pastoral care.



#### RESEARCH AND DEVELOPMENT

To be adaptable and flexible to the changing demands of Chaplaincy work, and to be aware of professional developments within Chaplaincy nationally.  
To identify and contribute to research where appropriate and under the guidance of the Chaplaincy Manager.

#### EFFORT

To participate fully in regular one to one supervision and Appraisals with an appointed senior colleague, working to maintain and develop their own safe practice, professional development and spiritual growth in line with NHS Chaplaincy Guidelines 2015.  
To uphold and work in accordance with Departmental Strategy and action plans, to attend and contribute to regular team meetings and other meetings, events, study days and strategic away days. To assist in the preparation of audits and service reviews when required.

#### TRUST VISION & VALUES

##### *DO NOT AMEND THIS SECTION*

The Trust is clear on its vision and values and aims to make sure that they are reflected in all areas of activity. Our vision is simple; building healthier lives. Our values apply to every member of staff and help us in all we do and how we do it. They are:

**Kind:** The kindness that people show to each other every day

**Connected:** The connections we build with everyone around us

**Bold:** The ability to be bold in how we think, speak and act

#### ADDITIONAL INFORMATION

This job description is designed to assist post holders with understanding what is expected of them in their role. University Hospitals Birmingham NHS Foundation Trust may ask them to undertake other duties, as required, which are not necessarily specified on the job description but which are commensurate with the grade of the post.

The job description itself may be amended from time to time in consultation with the post holder, within the scope and general level of responsibility attached to the post.

All post holders must take responsibility to ensure that they are aware of and adhere to all Trust policies, procedures and guidelines relating to their employment regardless of their position within the Trust.

Last Updated: .....



## PERSON SPECIFICATION

JOB TITLE: Christian Chaplain	
TRAINING, QUALIFICATIONS AND PROFESSIONAL REGISTRATIONS	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <li>The post holder must be an ordained Anglican Minister</li> <li>The post-holder will be in good standing within, and authorised, licensed or sponsored by the Anglican Bishop of Birmingham</li> <li>University accredited Degree level theological training <i>or equivalent</i></li> <li>Eligible to be authorised by the Bishop of Birmingham to practice as a healthcare chaplain</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
EXPERIENCE & KNOWLEDGE	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <li>Demonstrable and proven experience of offering formal pastoral care in a recognised, professional capacity</li> <li>Strong understanding of their own faith/spiritual tradition, with ability to articulate this clearly whilst respecting and working with those of differing traditions</li> <li>Experience of working collaboratively within a team</li> <li>Active participant within their own faith / spiritual community</li> <li>Growing knowledge of issues relating to spiritual, religious and pastoral care</li> <li>Where appropriate to your belief tradition, to have an ability to use liturgical resources appropriately and creatively in a diverse range of contexts</li> <li>Non-judgemental and committed to inclusion and wellbeing</li> <li>Ability and readiness to work in accordance with the NHS Chaplaincy Guidelines 2015</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrable experience in providing pastoral care (within one's own faith tradition)</li> <li>Experience of the multi-cultural, religious and spiritual dimensions of health care</li> <li>Experience of some of the ethical issues that may arise in a healthcare setting</li> <li>Experience of teaching and training others.</li> </ul>



SKILLS & ABILITY	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <li>• Pastoral care and listening skills</li> <li>• To be highly self-aware, and to demonstrate an ability to reflect upon pastoral experience</li> <li>• Interpersonal skills to equip you to work in collaboration with a wide range of hospital staff</li> <li>• Ability to communicate clearly and creatively</li> <li>• Willingness to develop and exercise teaching skills, with training and consolidation</li> <li>• Ability to communicate respectfully with and respond to the widest possible range of people represented amongst staff, patients, carers and visitors</li> <li>• Ability to be self-motivating, flexible and to work on own</li> <li>• Empathy and adaptability to change</li> <li>• Preparedness to work in demanding and sensitive situations with excellent pastoral care skills for those in acute distress</li> <li>• A commitment to participate in supervision and reflective practice opportunities</li> <li>• Enthusiasm to explore working creatively within healthcare chaplaincy</li> <li>• Commitment to work in the spirit of the Chaplaincy Department's Ecumenical Covenant and any other relevant departmental documents</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
OTHER SPECIFIC REQUIREMENT	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <li>• Able to work as part of 24/7 on-call rota with other chaplains as required by job role</li> <li>• To be able to attend within 60 minutes when called in out of hours as required by job role unless flexibility is negotiated with the Chaplaincy Manager</li> <li>• Ability to travel between different Trust sites</li> <li>• Driving license and access to a car.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

