

OUTLINE JOB DESCRIPTION

JOB DETAILS

Job Title: Bishops Adviser on Healthcare Chaplaincy

Reports to: Diocesan Bishop

Date: Revised November 2011

JOB PURPOSE

To advise the Bishop on matters relating to Healthcare Chaplaincy; to serve as the prime link between Chaplains and the Diocese and its staff; and to ensure that the role and ministry of healthcare chaplains is affirmed and supported within the diocese.

SUGGESTED TASKS AND ROLES

- 1 To provide advice to the Bishop on matters relating to the work of all Healthcare Chaplains within the Diocese.
- 2 To serve as the main contact point between the Bishop and local NHS structures and healthcare commissioners and providers.
3. To assist the Bishop in discharging his pastoral ministry to healthcare chaplains holding his licence.
4. To oversee the development of policy on chaplaincy within the diocese and to represent the interests of the diocese and church in any negotiations about chaplaincy within the NHS. This may include consideration of issues such as the links between faiths within healthcare institutions and between parish and hospital staffs, liaison with parish clergy ministering to patients, etc.
- 5 To become familiar with the employment arrangements and financial regime existing within the NHS in order to support the employment of Whole- and Part-Time Chaplains.
- 6 To support the bishop in providing pastoral support to all healthcare chaplains within the Diocese, including supporting their induction to the new role and guiding the development of appropriate mentoring arrangements for Whole-Time and Part-Time appointees.

SPECIFIC DUTIES AND RESPONSIBILITIES

To be completed locally, but to include an indicative statement of the number of Whole-Time and Part-Time Chaplains within the Diocese.

ORGANISATION CHART

To be completed locally, but to include the list of key players with whom the Bishop and Bishops Adviser would have routine contact (Chairman/Chief Executive of Health Authorities, Chairman/Chief Executive of Trusts, etc.)

REGULAR COMMUNICATIONS & WORKING RELATIONS

To be completed locally – the following is a suggestion only:

Who	Frequency	Importance
Diocesan Bishop	Twice a year	Briefing on Chaplaincy issues
HA Chairman/CE	Annual	Informal contact
NHS Trust Chairman/CE	Annual	Informal contact
Whole-Time Chaplain	Twice a year	Progress and briefing
Part-Time Chaplain	At least Annually	Progress and briefing
MPA Network for Bishops' Advisers	Annual	Meeting and/or Study day

KNOWLEDGE, SKILLS & EXPERIENCE

- Knowledge of the organisation, structures and management of the NHS and other health commissioners and providers which employ chaplains.
- Understanding of healthcare issues and the ministry and mission of chaplains in the public sector;
- some knowledge of human resource management; and industrial relations would be helpful;
- Skills in negotiation and influencing, coaching and counselling, and people management.