

## JOB DESCRIPTION

Job evaluation ref number:	
<b>Job Title:</b> Muslim Hospital Chaplain	
<b>Reports to (post title):</b> Chaplaincy & Spiritual Care Team Manager / Trust Lead Chaplain	
<b>Evaluated Banding:</b> Band 6	
<b>Role Purpose:</b> The delivery and coordination of pastoral, spiritual and religious care to Muslim patients and staff in Rampton Hospital and in other Trust establishments as necessary.	
<b>Role Context:</b> The post requires a Muslim Chaplain with appropriate training, experience and qualifications who will work alongside Multi-Disciplinary Teams (MDTs) and within a Multi-Faith Chaplaincy Team. The job holder will provide for the religious care of patients and staff in the Muslim faith tradition and appropriate pastoral care for all, irrespective of faith or tradition. The Chaplain will work collaboratively with the team, under the supervision of the Chaplaincy and Spiritual Care Manager and Trust Lead Chaplain. The role will also require the chaplain to occasionally work in other areas of Nottinghamshire Healthcare NHS Foundation Trust.	
<b>Trust Values</b>	
All colleagues are expected to demonstrate at interview and throughout employment that they act in line with Nottinghamshire Healthcare NHS Foundation Trust Values:  <p style="text-align: center;"><b>Trust Honesty Respect Compassion Teamwork</b></p>	
<b>Key Accountabilities</b>	<b>Performance Measures</b>
<b>Work Practice</b> <ul style="list-style-type: none"> <li>To provide and coordinate high quality spiritual and pastoral care to patients and staff, whether of a particular faith, or none.</li> <li>Act as faith advisor providing advice, pastoral care and spiritual welfare to patients, staff and their families as requested.</li> <li></li> <li>To provide pastoral support to patients and staff irrespective of different Muslim faith or traditions.</li> <li>To provide staff with one-to-one support, team support, training, and wellbeing activities and events.</li> <li>As required, undertake and ensure that all relevant administration, data collection and analysis are collated.</li> </ul>	<ul style="list-style-type: none"> <li>Management, Clinical Supervision &amp; Performance, Appraisal &amp; Development (PAD) process</li> <li>Management, Clinical Supervision &amp; Performance, Appraisal &amp; Development (PAD) process</li> <li>Good diary management and</li> </ul>

<ul style="list-style-type: none"> <li>• To assess pastoral, spiritual and religious needs of new patients.</li> <li>• Ensure the hospital is aware of relevant religious events and coordinate establishment support for these.</li> <li>• To coordinate access to the wider Chaplaincy &amp; Spiritual Care team, according to the religious and spiritual needs of patients</li> <li>• Provision bereavement support for patients and staff.</li> <li>• To plan and lead worship and prayer/ faith specific meetings.</li> <li>• To ensure Chaplaincy standards are met.</li> <li>• Regular visitation of wards, day centers, activity areas and workshops.</li> <li>• To advise and support Multi-Disciplinary Team (MDT) in supporting the religious, spiritual and pastoral care needs of patients.</li> <li>• To attend Care Planning, Clinical Team and EDI meetings as appropriate as part of the MDT</li> <li>• To assist in the provision of ongoing training in Chaplaincy and Spiritual Care for staff</li> <li>• Supporting Staff in professional and personal matters.</li> <li>• To participate in provision of discussion groups on matters of faith, ethics, Recovery, philosophy, culture and religion.</li> <li>• To attend core Chaplaincy Team meetings and multi-faith chaplaincy team meetings and events.</li> <li>• To participate in the building of links between the chaplaincy and faith communities outside the hospital.</li> <li>• Some weekend working may be required in response to service need.</li> <li>• Work collaboratively with other chaplains on the maintenance and provision of facilities for worship and prayer.</li> <li>• Be part of the organisation and delivery of Faith Awareness Training for staff.</li> </ul>	<p>completion of required patient contact/activity forms</p> <ul style="list-style-type: none"> <li>• Management Supervision &amp; Performance, Appraisal &amp; Development (PAD) process</li> <li>• Management Supervision &amp; Performance, Appraisal &amp; Development (PAD) process</li> <li>• Management Supervision &amp; Performance, Appraisal &amp; Development (PAD) process</li> <li>• Management Supervision &amp; Performance, Appraisal &amp; Development (PAD) process</li> <li>• Evidence of good relationships with faith communities</li> </ul>
---	--

<p><b>Health and Safety</b></p> <p>Work in accordance with Trust policies and procedures.</p> <p><b>Education and Development</b></p> <p>To ensure supervisory needs for self are met.</p> <p>To engage with regular Individual Performance and Development Reviews</p> <p><b>Policies and Procedures</b></p> <p>Always ensures confidentiality of patient information.</p> <p>Take personal responsibility for maintaining up to date knowledge and adhering to all trust policies and local procedures</p> <p>Works within the Trust equality and diversity framework</p>	<ul style="list-style-type: none"> <li>• Completion of all mandatory training and adherence to policies and procedures.</li> <li>• Monthly engagement with line manager, lead chaplain and clinical supervisor</li> <li>• Personal Development Targets met in consultation with CSC Manager</li> <li>• Identification of personal training needs in line with PAD process.</li> <li>• Meeting minutes</li> <li>• Training record</li> <li>• Supervision</li> <li>• PAD</li> </ul>
<b>Safeguarding</b>	
<p>All employees are responsible for taking all reasonable measures to ensure that the risks of harm to children and vulnerable adults are minimised. They should take all appropriate actions to address concerns, working to agreed local policies and procedures including the guidance on Safeguarding, in partnership with other relevant agencies. This includes accessing appropriate training, advice, and support.</p>	
<b>Disclosure and Barring Services</b>	
<p>Where this post relates to the types of work, activity, employment, or profession as set out in The Exceptions Order made under the Rehabilitation of Offender Act 1974; the post will be subject to a DBS Disclosure check at the point of recruitment and thereafter, as the Trust determines appropriate. The level of the check will be determined by the type of activities undertaken and the level of contact the post holder will have with children and/or adults in receipt of health services.</p>	

<b>Infection Control</b>
All employees of Nottinghamshire Healthcare NHS Foundation Trust have an individual responsibility to have knowledge of and employ the basic principles of infection prevention and control practice. All employees must comply with infection prevention and control mandatory training requirements specific to their role.
<b>Equality and Diversity</b>
All staff should be able to demonstrate an understanding of and commitment to Equality, Diversity and Inclusion as identified within the Trust's Equality and Diversity Policy and associated Equality, Diversity and Human Rights legislation.
<b>Sustainability and Net Zero – Supporting Our Green Plan</b>
The Trust places great importance on reducing its carbon footprint and maximising the positive social, economic, and environmental outcomes of Trust actions and activities on its patients and the planet. It is the responsibility of all staff to support the delivery of the Trust's Green Plan and contribute to achieving Net Zero Carbon. This will include using energy and water efficiently, reducing the consumption of materials, reducing waste, and increasing recycling, printing less, reporting faults or heating/cooling concerns promptly and minimising travel.
<b>Data Quality Statement</b>
All staff of Nottinghamshire Healthcare NHS Foundation Trust have a responsibility for data quality, improved data quality leads to better decision-making across the Trust. The more high-quality data, the more confidence the organisation has in decisions. Good data decreases risk and can result in consistent improvements in results. Employees within data roles have a responsibility for inputting high quality data (accurate, valid, timely, complete) and for ensuring that high quality data is maintained.
<b>Communication</b>
The post holder will need to competently demonstrate an ability to communicate and support patients with varied mental illnesses and cognitive functioning abilities. This will require an ability to manage conflict at times and showing compassion using persuasive diplomacy, negotiation, and reassurance skills to help overcome significant barriers in communication. To be motivational and persuasive in sensitive.
<b>Knowledge, Training and Experience</b>
<ul style="list-style-type: none"> <li>• Have in-depth knowledge of Islam (preferably hold a recognised qualification in Islamic Studies at graduate level).</li> <li>• Demonstrate at least three years of excellent Imam skills (relevant practical experience in delivery of worship, group work and pastoral care).</li> <li>• Chaplains are required to meet the Faith Eligibility Requirements for their chosen faith as outlined within the Group Profile.</li> </ul>

<b>Planning and Organisational Skills</b>
<ul style="list-style-type: none"> <li>• Organise own time effectively.</li> <li>• Plan patient sessions in accordance with religious calendars and TES wide timetable</li> </ul>
<b>Responsibility for Patient/Client Care</b>
Daily contact with patients to provide a service either in designated multi-faith areas or on the ward.
<b>Responsibility for Policy/Service Development</b>
Liaise with Trust Chaplaincy Manager & Trust Lead Chaplain regarding service development.
<b>Responsibility for Information Resources</b>
<ul style="list-style-type: none"> <li>• Acquire and distribute appropriate religious literature, supplies and materials.</li> </ul>
<b>Responsibility for Research and Development</b>
N/A
<b>Freedom to Act</b>
Work and systems are sporadically checked by line manager.
<b>Physical Effort</b>
<ul style="list-style-type: none"> <li>• Occasional requirement to exert intense physical effort throughout the period of work.</li> <li>• To undertake relevant essential training and engage in the management of violence and aggression or breakaway depending on role and physical ability.</li> <li>• Respond to serious and emergency incidents.</li> <li>• To work in a range of environments across a large multi-level site, from older to modern buildings and external areas.</li> </ul>
<b>Mental Effort</b>
Mental effort required whilst patients are in the area.
<b>Emotional Effort</b>
<ul style="list-style-type: none"> <li>• Working within a forensic setting can mean the post holder will have frequent and prolonged exposure to highly distressing or highly emotional information and circumstances. The backgrounds and presentation of many clients can present exceptional challenges, requiring the management of own personal emotional responses and those of others.</li> </ul>

to deal with emotionally heightened patients.

### Working Conditions

- Forensic secure mental health environment that cares for mentally disorder patients who are assessed as posing a danger to themselves or others. This involves being the subject of searching and security procedures, responsibility for keys and working in a restrictive, locked environment.

This includes:

Geographical isolation of the hospital

Victorian buildings

Locks, fences and bars

Inadequate ventilation and temperature control

Constant observation of staff and patients

Continual risk of patient assault – verbal and physical

Security procedures – searches, patient movement restrictions

Being alert to emergency security procedures.

Knowledge and adherence to organisational security policies and procedures

### Organisation Chart

### Our promise to you

We will ensure that you are supported and lead in line with our Trust Values: **Trust**, **Honesty**, **Respect**, **Compassion** & **Teamwork**



Nottinghamshire Healthcare NHS Foundation Trust actively works to fulfil the seven elements of the NHS People Promise.

We will adhere to the promise and support all our colleagues, assuring that we are continuously striving to listen to colleagues, adapting accordingly and striving always to be the best place to work.



<b>Signatures</b>	
After reviewing the document, please sign to confirm agreement	
Post holder:	Date:
Line Manager:	Date:

## EMPLOYEE SPECIFICATION FOR THE POST OF MUSLIM CHAPLAIN

All staff should be able to demonstrate an understanding of and commitment to Equality, Diversity and Inclusion as identified within the Trust's Equality and Diversity Policy and associated Equality, Diversity and Human Rights legislation

Attribute	Essential	Weight	Desirable	Weight	How Identified
Values	<ul style="list-style-type: none"> <li>All colleagues are expected to demonstrate at interview that they act in line with Nottinghamshire Healthcare NHS Foundation Trust Values: <b>Trust Honesty Respect Compassion Teamwork</b></li> <li>All colleagues are expected to demonstrate an understanding of and commitment to Equality, Diversity and Inclusion as identified within the Trust's Equality and Diversity Policy and associated Equality, Diversity and Human Rights legislation</li> </ul>				Application & Interview
Qualifications - Academic / Craft / Professional	<ul style="list-style-type: none"> <li>Eligible for authorisation by appropriate Muslim faith community working as an Imam. Have in-depth knowledge of Islam</li> <li>At least 2 years in a pastoral role working as an Imam</li> <li>Experience of working in a team</li> </ul>		<ul style="list-style-type: none"> <li>Theology Degree</li> <li>Experience of work with other faiths, cultures and communities.</li> <li>Membership of recognised Chaplaincy professional body</li> </ul>		A A  A/I

Attribute	Essential	Weight	Desirable	Weight	How Identified
Experience/ Knowledge	<ul style="list-style-type: none"> <li>Working knowledge of mental illness and personality disorder</li> </ul>		<ul style="list-style-type: none"> <li>An understanding of forensic settings</li> </ul>		A/I



	<ul style="list-style-type: none"> <li>• Knowledge of a range of faiths, religions and non-religious pastoral care</li> </ul>		<ul style="list-style-type: none"> <li>• Experience of healthcare Chaplaincy</li> </ul>		A/I
Skills	<ul style="list-style-type: none"> <li>• Ability to work in a multi-faith/Non-religious spiritual care team</li> <li>• Understanding and working within professional boundaries</li> <li>• Ability to plan and evidence own workload</li> <li>• Good communication and interpersonal skills</li> <li>• Ability to work on own initiative in conjunction with wider team.</li> <li>• Ability and willingness to offer spiritual and pastoral care beyond own denominational and faith boundaries</li> <li>• Ability to understand and analyse complex issues</li> </ul>				A/I A/I A/I A/I

**PLEASE NOTE THAT ALL CRITERIA WILL BE SUBJECT TO REASONABLE ADJUSTMENTS WHERE THE APPLICANT HAS DECLARED A DISABILITY AS DESCRIBED IN THE EQUALITY ACT**