

### NEW OPPORTUNITY

The Anglican Church Southern Queensland is seeking a Manager of Chaplaincy Services to lead and support our team of paid and voluntary hospital, prison and police chaplains and pastoral care workers. Our highly motivated team currently provides pastoral care services to approximately 25 public and private hospitals, 8 prisons and several police stations across the Diocese, from west of Toowoomba, the Gold Coast, the Greater Brisbane region, and as far north as Gympie.

This rewarding and challenging role requires a motivated self-starter who is passionate about pastoral care and its value in bringing hope to the vulnerable; who is excited about the opportunity to lead and support a geographically diverse team; who thrives on the challenges of operating within Government rules and regulations; and who can confidently represent the Diocese's interests on several Committees. The role is full-time; however, part time hours may be negotiable for the right candidate.

### INTERESTED IN APPLYING?

Please refer to the position description below for details about this role, the key selection criteria and accountabilities and responsibilities.

To enable us to assess your suitability and match for the role, your application should include:

- your current resume, and
- a brief covering letter (approximately two pages) telling us how you meet the *Key Skills, Experience & Qualifications* requirements of the role. In addition, it is your opportunity to tell us about yourself and what you would bring to the role.

### REMUNERATION

Remuneration will be negotiated with the successful candidate based on their skills, experience and qualifications.

### ANY QUESTIONS?

If you have any questions, please contact:

**Stephen Harrison**, PMC Executive Director: phone 3835 2284 or email [stephen.harrison@anglicanchurchsq.org.au](mailto:stephen.harrison@anglicanchurchsq.org.au)

### TO APPLY

Please email your resume and covering letter to:

**Stephen Harrison**, PMC Executive Director at [stephen.harrison@anglicanchurchsq.org.au](mailto:stephen.harrison@anglicanchurchsq.org.au)

### CLOSING DATE

The closing date for applications is **midday on Friday 20 December 2019**.

<b>Position Title:</b>	Manager, Chaplaincy Services - full time (or part time negotiable)
<b>Department and Location:</b>	Parishes and Other Mission Agencies Commission (PMC) Anglican Church Southern Queensland (ACSQ) Location: St Martin's House, 373 Ann Street, Brisbane
<b>Reports To:</b>	Executive Director, PMC
<b>Direct Reports:</b>	Volunteer Prison Chaplains (approximately 10 volunteers at present); Hospital Ministry Coordinator; Police Chaplains
<b>Key Relationships/Interactions:</b>	<b>Internal:</b> Prison Chaplains, Regional Hospital Pastoral Care Coordinators; Hospital Pastoral Carers (Volunteers); Police Chaplains; PMC Executive Director and Staff; PMC Members; Clergy and Parish Staff.
	<b>External:</b> Qld Corrective Services State Chaplaincy Board; Qld Corrective Services Funding Contract and Operational Managers; Qld Multi-Faith Health Care Council; Qld Health Representatives; Queensland Police Service; Chaplaincy/Pastoral Care stakeholders from other faith groups.

## Position Statement / Overall Purpose:

The primary purpose of the role of Manager, Chaplaincy Services is to lead, coordinate and support the delivery of Anglican Chaplaincy and Pastoral Care services in Queensland's prisons, hospitals and police stations.

This role is also required to represent ACSQ on relevant Boards and Committees related to chaplaincy, including the Qld Corrective Services State Chaplaincy Board and the Qld Multi-Faith Health Care Council.

## Organisational Environment:

Anglican Church Southern Queensland comprises 133 Parishes supporting the Anglican community across geographically diverse locations from the New South Wales border to Bundaberg and west to the Northern Territory and South Australian borders.

The Anglican Diocese of Brisbane is a multi-faceted organisation with an annual turnover of more than \$350 million and is organised into five Commissions and the General Manager's Office (GMO) which are overseen by the Diocesan Council.

The five Commissions include:

- Community Services Commission, incorporating Anglicare Southern Queensland (ASQ)
- Finance and Diocesan Services Commission (FDSC)
- Ministry Education Commission (MEC)

- Parishes and Other Mission Agencies Commission (PMC)
- Anglican Schools Commission (ASC)

### **Skills, Experience and Qualifications:**

- Experience, understanding and a passion for chaplaincy and/or pastoral care principles and practices
- Strong understanding and commitment to the Anglican ethos and Anglican teachings
- Demonstrated ability as a collaborative leader in a complex organisational environment
- Ability to work effectively within a multi-faith context
- Outstanding stakeholder engagement skills, including the ability to engage effectively with people at all levels including senior levels of the Church and the Government
- Excellent interpersonal, oral and written communication skills, and the ability to write and present comprehensive reports
- Demonstrated ability to be self-motivated and autonomous as well as work effectively as a member of a team
- Experience in service and policy development and implementation
- Financial literacy and the ability to understand and manage budgets
- Preparedness and ability to travel from time to time, providing onsite leadership and support for chaplains and pastoral carers in prisons, hospitals and police stations

### **Other Position Requirements**

- Hold and maintain a current National Police Check and Blue Card
- Current Queensland Driver's Licence
- Tertiary qualifications in Theological Studies, HR or other relevant areas (preferable)
- Experience in developing, presenting and/or facilitating training programs

### **Key Accountabilities and Responsibilities:**

#### **1. Strategic Leadership/Business Planning**

- Determine the immediate and future service needs for the provision of hospital, prison and police chaplaincy services in ACSQ.
- Identify needs and opportunities to better support and deliver this ministry currently and into the future.
- Establish, implement and manage Service Level Agreements for the delivery of chaplaincy services, including with Queensland Corrective Services.
- In collaboration with the Executive Director, PMC and relevant FDSC personnel, oversee and manage the budget allocated for chaplaincy services, including ensuring the proper management of budgeted resources.
- Some support for prison chaplaincy services in the Dioceses of North and Central Queensland may also be required.

#### **2. Governance and Stakeholder Management:**

- Seek to strengthen the engagement between ACSQ and chaplaincy services.
- Liaise with relevant subject matter experts and senior ACSQ leaders to seek guidance and direction on complex or specialised matters specific to chaplaincy and pastoral care, including training and professional development.

- Establish and maintain processes and systems to ensure chaplains and pastoral carers meet all minimum role requirements, including any mandatory training required by ACSQ.
- Maintain the centralised database of all persons (paid and voluntary) who are engaged in prison, hospital and police chaplaincy services to ensure accreditation and mandatory compliance requirements remain current.
- Identify risks and propose and implement mitigating strategies to the Executive Director PMC.
- Prepare regular reports for presenting to PMC, outlining the work of chaplaincy services over a specified period, including highlights and lowlights, key challenges and risks, and proposed solutions.
- Identify opportunities to raise the profile of chaplaincy services within ACSQ, for example by writing articles for ACSQ publications and websites.
- Represent ACSQ on the Qld Corrective Services State Chaplaincy Board, and actively contribute to the functioning of this Board, including attending monthly meetings and taking up the role of Chair for the assigned term and any other Executive position nominated.
- Contribute to the management of funding contracts with QCS, Queensland Health and Qld Police where relevant.

### **3. People and Performance Management**

- In conjunction with relevant Coordinators, lead, support and supervise the chaplaincy teams (paid and voluntary).
- Oversee and support the recruitment, credentialing and onboarding of chaplains and pastoral carers.
- Coordinate and facilitate training days for chaplains and pastoral carers, ensuring professional development is available at regular intervals throughout the year.
- Identify opportunities to celebrate and recognise the value of pastoral care provided by Anglican chaplains and pastoral carers, including church services to acknowledge the contribution of volunteers.
- Act as the primary contact point on all matters relating to prison, hospital and police chaplaincy for ACSQ, including day-to-day contact from chaplains and pastoral carers.
- Develop, implement and monitor administration systems, processes and materials to streamline and support chaplaincy activities.
- Ensure all administration activities are completed within the required timeframes.
- Liaise with payroll and the relevant Regional Pastoral Care Coordinator to facilitate the appointment of relief staff to backfill staff on leave.
- Identify and manage risks related to the physical, mental, emotional and spiritual well-being of chaplains and pastoral carers, recognising the challenges of their work and the risk of vicarious trauma.

#### **Delegation of Authority**

In accordance with the delegations and authority levels for this position.

#### **Other Duties and Requirements**

- Undertake own work practices in a safe manner and comply with the instructions given for workplace health and safety within relevant policies and procedures
- Do not, during or after employment, disclose information relating to people you engage with in the course of your work.
- Do not damage the reputation, viability or profitability of ACSQ.

- Your responsibilities also extend to any tasks outlined on a duties list, or any or any other tasks delegated to you by your manager, provided those new job requirements are safe, efficient, relevant, legal and within your abilities.