



**JOB TITLE:** Lead Chaplain for Thames Valley Police

**EMPLOYER:** The post holder will be an employee of the Oxford Diocesan Board of Finance on secondment to Thames Valley Police.

**LINE MANAGER:** Head of Corporate Health

**ACCOUNTABILITY:** Thames Valley Police and Archdeacon of Oxford (as the delegated person overseeing police chaplaincy within the Diocese of Oxford)

**LOCATION:** Based at Thames Valley Police Headquarters, Oxford Road, Kidlington, Southeast, Oxfordshire, OX5 2NX. Required to work at different locations across the Thames Valley as necessary. With elements of hybrid working.

**JOB TERM:** 3-year fixed-term contract

**JOB PURPOSE:**

To support Thames Valley Police in delivering its wellbeing strategy by providing personal, practical, and spiritual care to its officers, staff, and their families of all faiths and none, whilst proactively engaging in developing a wide range and effective networks across the region.

**PRINCIPAL ACCOUNTABILITIES:**

1.	Ensure provision of pastoral support to Thames Valley Police officers, staff, and their families of all faiths and none, whilst enabling the establishment of best practices in welfare matters through the development of effective and timely policy, procedure, and reporting.
2.	Develop a range of professional networks for Thames Valley Police, both within the force and the wider community to support the integration of a holistic approach to issues that matter.
3.	Develop and oversee a network of volunteer police chaplains of all faiths across the Thames Valley.
4.	Undertake wider agreed tasks that support the work of the department of corporate health and their own professional development ensuring compliance all the time with health and safety and other codes of practice.

## **DUTIES AND RESPONSIBILITIES:**

- 1. Ensure provision of pastoral support to Thames Valley Police officers, staff, and their families of all faiths and none, whilst enabling the establishment of best practices in welfare matters through the development of effective and timely policy, procedure, and reporting.**
  - Provide the services of an experienced listener, helping the individual to develop their own solutions to problems, complementing the welfare role, Occupational Health and Wellbeing Services, including the Employee Assistance Helpline.
  - Give regular and effective chaplaincy services.
  - Provide support to Chief Officers by offering advice on ethical issues and by acting as a critical friend where appropriate.
  - Assist in the development of policies concerning the spiritual and welfare of police officers and staff.
  - Working across departments, contribute to the implementation of procedures relating to their area of work.
  - Maintain the quality of the chaplaincy services and report regularly to line manager and the Archdeacon of Oxford on relevant matters.
  - Maintain personal responsibility for collection, recording, evaluation, information sharing, review, retention, and disposal of information in compliance with codes of practice and Guidance in the Management of Information, information security policy, procedures, and legislation.
  
- 2. Develop a range of professional networks for Thames Valley Police, both within the force and the wider community to support the integration of a holistic approach to issues that matter.**
  - Develop a range of networks for Thames Valley Police, both within the force and the wider community, to integrate the work of the volunteer force chaplains and communities.
  - Develop working relationships with faith leaders, senior staff/officers, staff associations, and staff support groups to promote and enhance understanding of the increasing external pressures on the service and expectations of police officers/staff and the communities which they serve, seeking to understand and support them.
  - Be a resource to the Diocese in theological reflection and to advise the Archdeacon in relation to policing.
  - Act, when required, as the bishop's representative with individuals and community groups, as well as at particular events/meetings and on task groups within the Diocese.

- Establish force links to 'Police Chaplaincy UK' to contribute to best practice, providing access to professional development opportunities and engaging in the national police chaplaincy network.
- Co-ordinate and lead religious services at local and force level as appropriate.

**3. Develop and oversee a network of volunteer police chaplains of all faiths across the Thames Valley.**

- Develop and maintain a network of voluntary chaplains across the Thames Valley, developing an effective response to inclusive faith-related needs whilst signposting resources available from other organisations.
- Build and maintain a network of people from different faiths who can offer guidance on policies and procedures, operational policing, equality impact assessment, and inclusion in matters relating to faith and/or spirituality.
- Co-ordinate the chaplaincy and community multi-faith response to major and critical incidents as determined by the major and critical incident planning documents and in conjunction with emergency planning officers, staff, and local faith structures.
- Co-ordinate the recruitment, training, deployment, and support of voluntary chaplains, including organising regular meetings with them to maintain their effectiveness.
- Compile an annual report on the activities of the chaplains, volunteers, neighbourhood chaplains, and others working in the arena of pastoral and temporal care within the Force area.

**4. Undertake wider agreed tasks that support the work of the department of corporate health and their own professional development ensuring compliance all the time with health and safety and other codes of practice.**

- Actively support the Diversity and Inclusion Team, providing training inputs to new recruits and as required by the organisation.
- Support coordination for the Diocese of Oxford following agreed protocol between the Diocese of Oxford and Thames Valley Police.
- Be proactive in accessing the Diocese's Continuing Ministerial Development provision (including attendance at courses run by the Diocese of Oxford where relevant).
- Become a member of Police Chaplaincy UK, attend an appropriate training course as recommended by them to be completed within one year or as agreed by the National Lead Chaplain. (It is understood that Thames Valley Police will cover the costs of this training and appropriate travel expenses).

**Comply with:****Health and Safety requirements by:**

- being aware of risk in relation to their role.
- conducting any appropriate Health & Safety Risk Assessment for this role.
- completing mandatory e-Learning including annual DSE and Fire Safety packages.

**Code of Conduct and Code of Ethics by:**

- adhering to the standards of conduct and performance as set out by the Church of England and subject to the disciplinary procedures of the Church of England.
- adhering to the College of Policing's Code of Ethics, Thames Valley Police's force policies and procedures and to support its purpose and six areas of focus.

**Ministerial Development Review and other Performance by:**

- participating in the Diocesan Ministerial Development Review Programme as run by the Bishop of Oxford

In addition to the MDR process, there will be an annual review/discussion between the Chaplain, a member of the Thames Valley Police senior leadership, and the Archdeacon of Oxford.

**DECISIONS**

- Gathers, verifies, and assesses all appropriate and available information to gain an accurate understanding of situations.
- Considers a range of possible options, evaluating evidence and seeking advice where appropriate.
- Makes clear, timely, justifiable decisions, reviewing these as necessary. Balances risks, costs and benefits, thinking about the wider impact of decisions.
- Exercises discretion and applies professional judgement, ensuring actions and decisions are proportionate and in the public interest.

**PROFESSIONAL STANDARDS – KNOWLEDGE, SKILLS & EXPERIENCE.****Essential Criteria:**

This role attracts a Genuine Occupational Requirement (GOR) for the appointed person to be an ordained member of the Church of England under Part 1 Schedule 9 of the Equality Act 2010.

The post holder will:

- be theologically qualified;
- be an Ordained Anglican Priest with experience in ordained ministry;
- be able to relate theology to the mission of the Church and issues of contemporary culture, society, and faith;
- require a licence to officiate from the Bishop of Oxford;
- have a full and contemporary understanding of, interest, commitment, and sensitivity to, the demands and stresses facing police officers and staff, the constraints they work under and the moral and ethical dilemmas they face, as well as the structure and culture of the service;
- communicate and present effectively at all levels, with particularly active listening skills; demonstrate ability to remain calm in stressful situations;
- have good consultation and negotiation skills;
- be able to integrate effectively with colleagues and with representatives of other agencies and faiths in an increasingly secular and pluralist world;
- leadership skills including motivating staff, providing honest and constructive feedback, and mentoring volunteers and TVP's workforce;
- building effective working relationships through a collaborative approach;
- treat people with respect and dignity regardless of their background or circumstances, promoting equality and the elimination of discrimination;
- be competent in using Microsoft Office software;
- builds public confidence by actively engaging with different communities, partners, and stakeholders;
- ability to travel across the Thames Valley Police (TVP) area including some rural geographical areas;
- understanding of and empathy for the work of the Church of England as well as the ability to subscribe to the ODBF's Christian ethos and values and TVP competency and values framework.

**Desirable Criteria:**

- experience in evolving dialogue with members of other Christian traditions, and other world faiths and beliefs;
- familiarity with inter-faith work or working within a multi-faith context;
- experience working in a chaplaincy role.

## GENERAL INFORMATION

Job Term	Initial <b>3-year fixed-term appointment</b> . Extension beyond this period to a review subject to funding and agreement between all parties. The post holder will not have an automatic right to an extension.
Remuneration	Salary - <b>£45,231.00 per annum</b> <i>(equivalent of current diocesan stipend £31,757.00 as of 01 April 2024 plus housing allowance £13,474.00)</i>
Hours of work	<b>37 hours per week</b> (full-time) with regular agreed hours and days.  Your working pattern should be agreed upon with your line manager; however, it is recognised that this role requires the ability to work flexibly, and with that, some evening and weekend work will be required.  The post holder will be required to use the working hours and annual leave booking service provided by Thames Valley Police, training will be provided.
Place of work	The post will be located at Thames Valley Police Headquarters, Oxford Road, Kidlington, Southeast, Oxfordshire, OX5 2NX. Required to work at different locations across the Thames Valley as necessary. With elements of hybrid working.
Holidays	Your annual leave entitlement is broken down as follows:  <ul style="list-style-type: none"> <li>- During the first year of your employment with us you are entitled to 25 days' annual leave per annum.</li> <li>- During the second year, up to and including the fifth year of employment, you will be entitled to 1 day of extra annual leave per consecutive year.</li> <li>- In the sixth year and thereafter, you will be entitled to 30 days' annual leave per annum.</li> </ul> The above annual leave entitlement is calculated on a pro-rata basis for part-time employees.  In addition, you are entitled to the usual United Kingdom public holidays. Furthermore, the Board gives three discretionary holiday days to its employees, namely: Ascension Day, Maundy Thursday, and Christmas Eve. It is recognised that the Chaplaincy role may be required to work on these days and in such cases, a day off in lieu will be given.
Pension Provision	It is a statutory requirement for ODBF to automatically enrol employees into an appropriate Pension scheme of our choice. In our case, this is the Church of England Pensions Board Pension Builder 2014 scheme. Information can be sought from the Church of England website: <a href="https://www.churchofengland.org/sites/default/files/2024-04/my-membership-april-2024_1.pdf">https://www.churchofengland.org/sites/default/files/2024-04/my-membership-april-2024_1.pdf</a>

	As an ordained minister, the post holder may continue to remain a member of the clergy pension scheme; the Church of England Funded Pension Scheme (CEFPS), providing they are already or have been a member of that scheme and currently meet the appropriate requirements.
Probation period	6 months, during which time progress is regularly reviewed and the period may be extended.
Notice period	During probation, 1 month and thereafter, 3 months from either side or the statutory minimum (whichever is greater).
Circumstances	<ul style="list-style-type: none"> <li>• The successful candidate will be an employee of the Oxfordshire Diocesan Board of Finance and appointed for the sole purpose of accepting a Secondment into the post of Lead Chaplain for Thames Valley Police.</li> <li>• It is a condition of your employment with us that you shall hold a licence of the Bishop of Oxford to officiate in the Diocese of Oxford under Canon C8 of the Canons of the Church of England. This licence is issued in conjunction with your terms and conditions and is co-terminus with your contract of employment.</li> <li>• An enhanced DBS Disclosure with barring check will be required for this post and Thames Valley Police vetting clearance will be required.</li> <li>• Ability to access a vast geographical area across Thames Valley.</li> </ul>

**NOTE:** The current main duties and responsibilities of this post are outlined in this job description. The list is not meant to be exhaustive. The need for flexibility shared accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's banding and whenever reasonably instructed.

It is the practice of the ODBF to review job descriptions annually to ensure that they relate to the role as then being performed or to incorporate whatever reasonable changes that have occurred over time or are being proposed. This review will be carried out by the line manager in consultation with the post-holder before any changes are implemented. The post-holder is expected to participate fully in such discussions and implementation.