JOB DESCRIPTION

Chaplain – South Coast (Hub 2)

ABOUT UNITING

Our purpose: To inspire people, enliven communities and confront injustice.
Our values: As an organisation we are **Imaginative, Respectful, Compassionate** and **Bold**.

At Uniting, we take real steps to make the world a better place. Our services are in the areas of aged care, disability, child and family, community services, Chaplaincy and Pastoral Practice. We actively engage with social justice issues and advocate for the people we serve. At Uniting we celebrate diversity and welcome all people regardless of lifestyle choices, ethnicity, faith, sexual orientation or gender identity.

Uniting is one of the largest community service providers in NSW and the ACT, with a rich history of providing services to the community for more than 100 years. We have more than 550 services, as far north as Tweed Heads, as far west as Broken Hill, and as far south as the ACT.

Our focus, as the community services arm of the Uniting Church in Australia, is always on the people we serve, no matter their stage or challenge in life. Our range of supports and services are designed in collaboration with, and around the needs and hopes of, people in everyday community life.

The Uniting Church believes in love in action; motivated by the love of God expressed through the birth, life, death and resurrection of Jesus Christ.

This love is unconditional, all-encompassing and given freely to all people and was expressed in a concrete way by Jesus. We believe that the Bible not only teaches us about God's love in action, but also gives us direction as to how we should express God's love through our own words and actions.

We believe that we exist as a church because we are called to be together in mission, God's mission, which is to bring love, compassion, justice, freedom and hope to all of God's creation.

ABOUT THE ROLE

Role Purpose
This position is a leadership function within the Uniting Mission, Communities and Social Impact team. It is responsible for the delivery of a high level of differentiated quality spiritual and pastoral support to staff and clients of Uniting.

This role is focused on providing innovative, ethical and theological input to service users and staff while offering pastoral support and leadership within the regional team members and to staff of Uniting.

ROLE KEY ACCOUNTABILITIES

- Provide consistent and visible leadership in WH&S behaviours and actions within the team and department and ensure there is a safe working environment and that staff are properly trained to be able to work in a safe manner.

- Works closely with the Head of Department to translate business and strategic objectives into targets, tactical plans and action steps which team members can effectively implement.
- Takes responsibility for ensuring that team members have the necessary resources and capability to deliver high quality work. Regularly assesses team member performance, sets objectives and establishes active development plans.
- Understands industry trends and commercial implications and demonstrates knowledge of the impact department advice has on the other Directorates in Uniting.
- Contributes to the development and evaluation of changes and improvements to the to the services provide by the department/team and ensures that changes support the viability of Uniting.
- Confidently establishes and maintains a safe and supportive working environment that is inclusive of all staff through celebrating their nationality, cultural background, LGBTI status, abilities, gender and age.

As the Chaplain , your role specifically will:

- Provide spiritual and pastoral care to all those in our care as well as, volunteers, families and staff
- Provide Pastoral Care as required to members of the Uniting Church where required.
- Lead worship, prayer and preaching at wider Uniting Church functions, meetings, services and events as appropriate.
- Lead worship, prayer and preaching at Uniting functions, meetings, services and events as appropriate.
- Offer the sacraments where required.
- Further develop strong and meaningful links between Uniting management and with local congregations, presbyteries and volunteers to support spiritual and pastoral services.
- Work across the Synod to build key relationships and to promote Uniting as part of the Church's mission.
- Develop and maintain effective relationships with key Synod and Presbytery personnel to continually inform and support the mission of Uniting.
- Develop and maintain ecumenical and multi-faith relationships to widen the information net beyond UCA for the development and support of a strong missional culture.
- Provide spiritual pastoral care that gives expression to the faith of believers, offers reconciliation between people and with God, supports people in their suffering and crisis, and helps people in their search to find purpose and meaning, value and direction, hope and peace.
- Provide regular Uniting liturgical services for clients, pastoral team and their families including sacraments, assist and provide ecumenical and interfaith services and coordinate visiting Ministers of other faiths to services pastoral care and services to their specific faith groups.
- Ensure that any pastoral care staff or volunteers that you may supervise keep documents and records relating to clients and pastoral care services up to date, with appropriate referrals, assessment, interventions and outcomes according to our systems policy as required by the accreditation of the service and according Uniting spiritual care policies and processes.
- Monitor, review and report on the effectiveness of pastoral care activities as required.
- Maintain and grow your theological knowledge and spiritual pastoral care skills through continuing education, in service training attendance and ongoing professional supervision.
- Maintain effective relationships between Uniting and the wider Church including resolving conflicts.

ABOUT YOU IN THE ROLE

As a staff member of Uniting you will celebrate diversity and welcome all people regardless of lifestyle choices, ethnicity, faith, sexual orientation or gender identity.

Your directorate: Mission, Communities and Social Impact
You'll report to: Chaplaincy Convenor

YOUR KEY CAPABILITIES

People Leadership

- **Delivers performance through others -** Clearly delegates and assigns responsibility, evaluating performance along the way.
- **Creates and builds the capability of our people -** Enriches Uniting's overall capability through selection, feedback & the development of excellent people
- **Builds diverse, highly engaged teams -** Builds effective teams with the morale and capability to cope with change effectively.

Business Leadership

- **Demonstrates Business Acumen & Delivers Results -** Understands Uniting's business, market and competitors and drives to deliver ever improving results.
- **Supports the Development and Growth of the Business -** Understands the changing market landscape and positions Uniting for growth.
- **Reaches Commercial Decisions -** Makes effective commercial decisions with the information, time and resources available

YOUR QUALIFICATIONS & EXPERIENCE

Qualifications:

- A Diploma or Degree in Theology or Ministry or Community Development.
- Ordained as Deacon of the Uniting Church; or a Minister of the Word of the Uniting Church; or minister from another denomination (this will be limited to a 3-year placement unless the minister starts the process of being recognised by the Uniting Church within the first year); or a suitably qualified lay person (eligible to apply for Ministry of Pastor) of the Uniting Church.
- Successful Criminal History Records Check, Working with Vulnerable People Check (ACT) and Working with Kids Check and 'In good standing with faith tradition' requirement.
- At least 2 or more units of completed Clinical Pastoral Education (CPE) or equivalent.

Experience:

- This is a management role, typically requiring 2 or more years' experience in ministry, chaplaincy or community development. You will have excellent written and verbal communication skills, be organised, systematic, thorough, accurate and disciplined.
- Demonstrates the ability to identify, document and report changing care needs, preferences, and lifestyle choices of the person in our care.
- Demonstrated experience working or volunteering in spiritual pastoral care with older people.
- Sound knowledge and understanding of the Uniting Church and its polity, its structure, systems and processes.
- Understanding of spiritual pastoral care issues relating to people in our care.
- Demonstrated empathy and affinity with those in our care
- For those Chaplains working outside Uniting settings such as hospitals, mental health, rehab, police, prisons etc, specialist skills and experience as required within the specific setting.
- Highly effective interpersonal, written and verbal communication skills, including moderate computer skills.
- Experience engaging successfully with a wide range of stakeholders, both internally and externally across the sector.

- Demonstrate theological leadership and an ability to ensure the understanding of people across the organisation in the Mission of the church and promoting Uniting's theological principles in practice.

Even better:

- Existing external relationships with congregations and community services groups
- Liturgical studies and experience in delivering a variety of services

Employee Name:	Insert employee name	**Managers Name:** **Title**	Insert manager's name Insert manager's title
Date:	Insert date	**Date:**	Insert date
Signature:		**Signature:**	