

## Job Description

### Chaplain

#### Our organisation

Tira Tūhāhā Prison Chaplaincy Aotearoa (TTPCA) is a registered charity that provides religious and spiritual support services under contracts with the Department of Corrections and Serco (“Contracting Agencies”).

TTPCA delivers a range of services in accordance with section 79 of the Corrections Act (2004). This includes the employment, placement, and management of professional chaplains and committed faith-based volunteers in all of New Zealand’s 18 prisons and correctional facilities.

TTPCA is committed to offering every prisoner the hope that can transform lives.

#### Our Values

- **Pononga** Servants of God
- **Tū Rangatira** Professionalism
- **Haumarū** Keeping Safe
- **Mahi Tahī** Teamwork
- **Whakaute** Respect
- **Aroha** Compassion

#### Role Purpose

The purpose of the Chaplain’s role is to provide spiritual and religious support to all prisoners. Chaplains are part of prison site teams that work with prisoners as they encounter the challenges of incarceration and separation from loved ones and whānau. Chaplains also oversee the TTPCA volunteers who also help deliver chaplaincy at each prison.

Reporting line	Regional Manager
Key internal relationships	Prison chaplaincy team Volunteers TTPCA National Office staff NZCBC Senior Catholic Chaplain
Direct reports	Supervision and oversight of faith-based volunteers including Assistant Chaplains
External relationships	Applicable Contracting Agency’s Prison Director and staff

	Sponsoring Church or fellowship Community-based faith organisations Local Iwi NZ Catholic Bishops Conference
--	---

## Duties and responsibilities (key activities and outcomes to be achieved)

### Spiritual and religious leadership

Provide opportunities for all prisoners (Christian and non-Christian) to attend structured and scheduled religious and spiritual group services.

Provide individual religious and spiritual pastoral support to prisoners.

Ensure provision of services during periods of specific national or religious observance, such as Ramadan, Christmas and Easter.

Provide for the recruitment, training, coordination, engagement and supervision of chaplaincy volunteers.

Demonstrate leadership to volunteers in the team, ensuring they are adequately trained and prepared for their role.

### Reporting and meeting requirements

Collect and compile the information required for reporting and meetings in an orderly, effective and efficient manner.

Actively and constructively engage in the monthly operational meetings with Contracting Agencies' staff, as required, at the prison site.

Complete required reports with all requested information accurately, effectively and on time.

### IT Ability

Demonstrates the ability to use software, such as the volunteer database, SharePoint and Microsoft Office 365.

### Communication

Minister in a way that honours and enhances the standing of chaplaincy in the prison, the churches and the community.

Contribute actively to the development and enhancement of the local chaplaincy team.

Work with Catholic chaplains in an ecumenical way.

### Community Liaison

Establish and maintain sound working relations with local churches and community-based faith organisations (CBFO's).

Establish and maintain sound working relationships with local representatives of other faiths.

Make referrals to appropriate Contracting Agencies' staff linking prisoners with CBFO's on release (if requested by the prisoner).

### Other duties

Is flexible and versatile in assisting and supporting the wider team.

Is committed to the Hōkai Rangi Strategy (by TTPCA and Ara Poutama Aotearoa) and shows support for Tikanga and the use of te reo Māori.

## Duties and responsibilities (key activities and outcomes to be achieved)

Carries out any reasonable request as directed by the regional manager or chief executive.

### **Health and safety**

Comply with responsibilities under the Health and Safety at Work Act 2015 .

Comply and actively engage with TTPCA and the Applicable Contracting Agency's health and safety policies and procedures.

Work with the Health and Safety guidelines, procedures and policies of TTPCA and the Applicable Contracting Agency to ensure a safe physical and psychological environment.

## Competencies

Competent performance in the role requires the demonstration of the following competencies. These competencies provide a framework for selection and development.

### **Responsiveness**

Identify and address the spiritual needs of prisoners.

### **Ministers in crisis situations**

Identify opportunities to improve service delivery so that prisoners' spiritual and religious needs are best met.

### **Communication**

Create an environment of open and respectful communication where the exchange of ideas and opinions is encouraged.

Shares information, ideas, and experiences with chaplains, volunteers, managers and peers

Ensure that written and oral communication is clear, concise, and logical.

### **Creating a positive environment**

Encourage teamwork and cooperation between the chaplaincy team (including volunteers) and Contracting Agency staff, as a means of meeting the spiritual and religious needs of prisoners.

**Build strong working relations** with the volunteers, prison chaplaincy team, unit managers and staff, other prison services staff, and external suppliers.

Provide opportunities to meaningfully engage, value, and motivate TTPCA volunteers.

### **Decision-making and problem-solving**

Reach well-reasoned decisions, supported by evidenced-based best practice and available information.

Respond to the views of others and obtain support for decisions wherever possible.

Accept responsibility for problem-solving and for developing workable solutions.

### **Commitment**

Identify opportunities and accept responsibility for making things happen.

Undertake additional tasks as prescribed by TTPCA .

### **Time management**

Focus on the task at hand without losing track of priorities.

Plan and organise activities as well as respond appropriately to situations as they arise.

Use time effectively and efficiently.

### **Professional development**

## Competencies

Accept responsibility for one's own professional development, including seeking feedback from others on own performance.

Accept responsibility for ensuring one's own spiritual and personal needs are met through participation in prayer and worship external to the prison.

Actively participates in training and professional development opportunities.

Undertake regular pastoral and professional supervision.

### **Supporting organisational values**

Abide by the TTPCA policies, procedures and employment conditions.

Abide by the TTPCA's and the Applicable Contracting Agency's Codes of Conduct.

Act fairly and impartially in all dealings with TTPCA staff (including volunteers), prisoners, prison management and staff and other service providers.

Demonstrate an awareness and commitment to the Treaty of Waitangi and multiculturalism.

## Key job requirements

### **Qualifications and experience**

A NZQF recognised tertiary qualification in Theology.

At least 5 years relevant pastoral experience.

Ministry experience with a sound understanding of pastoral care practice, liturgical theory and application, and faith development models is highly advantageous.

### **Abilities**

The ability to speak Te Reo and experience in working in a multi-cultural environment would be an added advantage.

Ability to deliver services in a non-judgemental and impartial manner.

Acts with integrity always.

Ability and willingness to work in both a spiritual/religious and secular context, and to minister in a multi-faith environment.

Is able to network easily with community-based faith organisations.

Demonstrates adequate physical and psychological fitness to work within a secure, challenging, and demanding prison environment.

Proven experience in developing and maintaining positive working relationships within and outside an organisation.

Highly developed communication skills including the ability to relate to a wide range of people from different cultures and backgrounds.

A willingness to mirror and accurately represent the aims and vision of TTPCA.

An enthusiastic approach, solutions-focused and a willingness to go the extra mile

The ability to work independently, set priorities, meet deadlines and remain calm under pressure.

Warm and approachable personality.

Respect for the imperatives of strict confidentiality, the privacy of individuals, and the maintenance of TTPCA's and the prison's systems and information.

## Key job requirements

### **Attitude and Characteristics**

Affirm the dignity and value of each individual.

Respect the right of each faith group to hold to its values and traditions.

Advocate for professional accountability that protects the public and enhances the standing of chaplaincy.

Respect the cultural, ethnic, gender, racial, sexual orientation, and religious diversity of others and strive to eliminate discrimination.

Speak and act in ways that honour the dignity and value of each individual and refrain from imposing their own values and beliefs on others.

Safeguard the confidentiality of information entrusted to them.

Understand the limits of their individual expertise, seek advice and counsel when uncertain, and make referrals to other professionals when appropriate.

Actively engages in health and safety, reporting risks and hazards, as well as promoting mitigating strategies.

Ensure that their private conduct does not bring dishonour to chaplaincy.

Take collegial and responsible action when concerns about or direct knowledge of incompetence, impairment, misconduct, or violations occur.

Exercise due caution when communicating through the internet or other electronic means.

I have read and understood the above job description and accept all the above responsibilities and expected outcomes incorporated herein.

Signed: \_\_\_\_\_

Dated \_\_\_\_\_