



JOB DESCRIPTION

Chaplain – NSW Police Force

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

A INFORMATION FROM THE NSW POLICE FORCE



Agency overview

The NSW Police Force (NSWPF) vision is for *A Safer New South Wales*, which is achieved by police working with the community to prevent, disrupt and respond to crime.

It is one of the largest police forces in the western world, with more than 20,000 NSW Police Force employees, including more than 17,000 sworn officers providing a range of law and order services 24 hours a day, seven days a week to the socially, geographically and culturally diverse community of NSW. The organisation has four function lines, based across a number of locations. Metropolitan Field Operations and Regional NSW Field Operations provide frontline services directly to the community. Investigations & Counter Terrorism provides investigative, technical and counter terrorism expertise. Corporate Services provides business support services such as technology and communication, education and training and corporate human resources functions.

The NSW Police Force is a proud employer of a diverse range of people. This includes, but is not limited to, people who identify as Aboriginal or Torres Strait Islander, LGBTIQ, people with disability, people who come from a variety of cultural, religious or ethnic backgrounds, and workers of all ages. The NSWPF is committed to reflecting the diverse community we serve and creating an inclusive and respectful workplace for all employees, where difference is embraced, contributions are valued, and everyone has a sense of connection and belonging. This enables the growth and development of a talented and diverse workforce across the state, in a wide range of roles, at all levels.

The NSWPF *Statement of Values* and *Code of Conduct & Ethics* outlines appropriate behaviour for all NSW Police Force staff. All employees of NSWPF are expected to ensure ethics are incorporated into all aspects of their work making ethical behaviour, practices and decision making a part of daily routine. This further extends to ensuring confidentiality and information security is maintained at all times. All NSWPF contractors will also adhere to these expectations and standards.

Work, Health and Safety legislation requires all workers to have specific responsibilities. This role is responsible for following all NSWPF health and safety policies and taking all reasonable care that their actions or omissions do not impact on the health and safety of others.

Primary purpose of the role

Senior Chaplains oversee all chaplaincy activities in their allocated region(s). Alongside their recruitment and supervision of Volunteer Chaplains in their region, they also provide confidential pastoral care, spiritual care, spiritual guidance and support to NSWPF employees, volunteers and their families, as well as to patients and bystanders in the event of traumatic or stressful incidents. This may take place at the site of incident, at a hospital, a person's home or in the workplace. Senior Chaplains may help employees, volunteers, patients and bystanders to access other faith based pastoral care or welfare services in the wider community should that be requested. Senior Chaplains also provide representation at baptisms, weddings, funerals and other ceremonies or religious services where a chaplain may be required or requested. The standard working hours for this for will be 38 hours per week.

Key accountabilities

- Member of the Chaplaincy Advisory Committee (CAC) working collegially with the other Region Senior Chaplains on state-wide strategy for the provision of chaplaincy services to the New South Wales Police Force.



- Oversee chaplaincy activities across all commands and business units in allocated region(s), including recruitment, training, and pastoral oversight of Volunteer Police Chaplains (VPCs) in liaison with the Chaplaincy Coordinator.
- Collect, document and report monthly on chaplaincy activities in the allocated region(s) as requested by the Director of Prevention and Safety Strategy, Chaplaincy Coordinator and Commander of Workforce Safety.
- Comply with all New South Wales Police policies.
- Provide pastoral counselling regarding personal and moral problems relating to work, marriage, relationships and family of sworn and unsworn members of the New South Wales Police Force with the allocated region(s) or upon request.
- Involvement when required, in the preparation and celebration of marriages, baptisms, and other religious services; attendance at police funerals and provision of assistance to families in time of bereavement, where appropriate.
- Hospital calls and house calls in case of illness.
- Assignment to various police related events to offer prayers, invocations, benedictions and dedications. This may include presenting in front of large groups at official ceremonies.

Key challenges

- Working in a highly specialised police environment, where employees have a strong workplace culture and identity; potential exposure to graphic, challenging or confronting scenes and situations; interaction with people who are experiencing heightened emotions and undergoing significant stress, grief or trauma; engaging in pastoral and support work that will be largely autonomous due to the localised nature of chaplaincy duties.
- The need to provide counselling and support on a non-denominational basis and to express moderate religious views at all times; the need to invest appropriate time into the role in order to develop appropriate relationships and levels of trust amongst staff; calls for chaplaincy support may come at any time of day or night and the chaplain will need to maintain a suitable level of availability to respond as required.
- Prioritising workloads to meet competing demands from internal and external stakeholders.

Role dimensions

Decision making

The role has the autonomy to manage work within the broad framework set by the Manager and within the scope of practice of the profession of Chaplaincy and in accordance with the *New South Wales Police Force Chaplaincy Policy* and the *New South Wales Police Force Chaplaincy Standard Operating Procedures*.

Reporting line

- Chaplaincy Coordinator, Workforce Safety Command

Direct reports

- Volunteer Chaplains in allocated region(s)



Budget/Expenditure

- Financial delegation in line with delegated authorities.

Key knowledge and experience

- Must be ordained and registered minister of religion (or equivalent) and provide evidence that they are a member in good standing, with valid Working with Children Check number and recent training in working with children and vulnerable people.
- Possess a degree in theology or equivalent qualification, or can demonstrate significant and recent experience of equal academic value
- Possess a minimum of five years pastoral care experience at a senior level and a mature understanding of spirituality and pastoral confidentiality, especially to a diverse community of all and no faith background.

Essential requirements

- Possession of sufficient maturity and expertise to be able to cope with the spiritual, psychological, physical, and social needs of this specialised ministry.
- Experience in conducting formal ceremonies and other rites of passage and worship.
- Proven ability in communicating effectively and articulately both verbally and in writing with persons at all levels within an organisation.
- Ability to work within an ecumenical team environment to achieve strategic goals for Chaplaincy within the NSWPF
- Strong oral and written communication skills.
- Current driver's license with the ability and willingness to travel throughout NSW

B – ADDITIONAL REQUIREMENTS FROM UNITING

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.
- Offer the sacraments where required.



- Further develop strong and meaningful links between Uniting management and 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 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, their families and the pastoral care team including sacraments and funerals or memorial services, assist and provide ecumenical and interfaith services and coordinate visiting Ministers of other denominations/faiths to provide pastoral care and services to their specific faith groups.
- Ensure that you and 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.
- 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.

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 Direct Reports:	Chaplains and Volunteers as determined by NSW Police

YOUR QUALIFICATIONS & EXPERIENCE

Qualifications:

- A Diploma or Degree in Theology or Ministry;
- 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.
- Desirable: At least 2 or more units of completed Clinical Pastoral Education (CPE) or equivalent.

Experience:



- This is a senior 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.
- Demonstrated 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.
- Demonstrated 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

ROLE DESCRIPTION – SENIOR CHAPLAIN

Agency overview

The NSW Police Force (NSWPF) vision is for *A Safer New South Wales*, which is achieved by police working with the community to prevent, disrupt and respond to crime.

It is one of the largest police forces in the western world, with more than 20,000 NSW Police Force employees, including more than 17,000 sworn officers providing a range of law and order services 24 hours a day, seven days a week to the socially, geographically and culturally diverse community of NSW.

The organisation has four function lines, based across a number of locations. Metropolitan Field Operations and Regional NSW Field Operations provide frontline services directly to the community. Investigations & Counter Terrorism provides investigative, technical and counter terrorism expertise. Corporate Services provides business support services such as technology and communication, education and training and corporate human resources functions.

The NSW Police Force is a proud employer of a diverse range of people. This includes, but is not limited to, people who identify as Aboriginal or Torres Strait Islander, LGBTIQ, people with disability, people who come from a variety of cultural, religious or ethnic backgrounds, and workers of all ages. The NSWPF is committed to reflecting the diverse community we serve and creating an inclusive and respectful workplace for all employees, where difference is embraced, contributions are valued, and everyone has a sense of connection and belonging. This enables the growth and development of a talented and diverse workforce across the state, in a wide range of roles, at all levels.

The NSWPF *Statement of Values* and *Code of Conduct & Ethics* outlines appropriate behaviour for all NSW Police Force staff. All employees of NSWPF are expected to ensure ethics are incorporated into all aspects of their work making ethical behaviour, practices and decision making a part of daily routine. This further extends to ensuring confidentiality and information security is maintained at all times. All NSWPF contractors will also adhere to these expectations and standards.

Work, Health and Safety legislation requires all workers to have specific responsibilities. This role is responsible for following all NSWPF health and safety policies and taking all reasonable care that their actions or omissions do not impact on the health and safety of others.

Primary purpose of the role

Senior Chaplains oversee all chaplaincy activities in their allocated region(s). Alongside their recruitment and supervision of Volunteer Chaplains in their region, they also provide confidential pastoral care, spiritual care, spiritual guidance and support to NSWPF employees, volunteers and their families, as well as to patients and bystanders in the event of traumatic or stressful incidents. This may take place at the site of incident, at a hospital, a person's home or in the workplace. Senior Chaplains may help employees, volunteers, patients and bystanders to access other faith based pastoral care or welfare services in the wider community should that be requested. Senior Chaplains also provide representation at baptisms, weddings, funerals and other ceremonies or religious services where a chaplain may be required or requested. The standard working hours for this for will be 38 hours per week.

Key accountabilities

- Member of the Chaplaincy Advisory Committee (CAC) working collegially with the other Region Senior Chaplains on state-wide strategy for the provision of chaplaincy services to the New South Wales Police Force.
- Oversee chaplaincy activities across all commands and business units in allocated region(s), including recruitment, training, and pastoral oversight of Volunteer Police Chaplains (VPCs) in liaison with the Chaplaincy Coordinator.
- Collect, document and report monthly on chaplaincy activities in the allocated region(s) as requested by the Director of Prevention and Safety Strategy, Chaplaincy Coordinator and Commander of Workforce Safety.
- Comply with all New South Wales Police policies.
- Provide pastoral counselling regarding personal and moral problems relating to work, marriage, relationships and family of sworn and unsworn members of the New South Wales Police Force with the allocated region(s) or upon request.
- Involvement when required, in the preparation and celebration of marriages, baptisms, and other religious services; attendance at police funerals and provision of assistance to families in time of bereavement, where appropriate.
- Hospital calls and house calls in case of illness.
- Assignment to various police related events to offer prayers, invocations, benedictions and dedications. This may include presenting in front of large groups at official ceremonies.

Key challenges

- Working in a highly specialised police environment, where employees have a strong workplace culture and identity; potential exposure to graphic, challenging or confronting scenes and situations; interaction with people who are experiencing heightened emotions and undergoing significant stress, grief or trauma; engaging in pastoral and support work that will be largely autonomous due to the localised nature of chaplaincy duties.
- The need to provide counselling and support on a non-denominational basis and to express moderate religious views at all times; the need to invest appropriate time into the role in order to develop appropriate relationships and levels of trust amongst staff; calls for chaplaincy support may come at any time of day or night and the chaplain will need to maintain a suitable level of availability to respond as required.
- Prioritising workloads to meet competing demands from internal and external stakeholders.

Role dimensions

Decision making

The role has the autonomy to manage work within the broad framework set by the Manager and within the scope of practice of the profession of Chaplaincy and in accordance with the *New South Wales Police Force Chaplaincy Policy* and the *New South Wales Police Force Chaplaincy Standard Operating Procedures*.

Reporting line

- Chaplaincy Coordinator, Workforce Safety Command

Direct reports

- Volunteer Chaplains in allocated region(s)

Budget/Expenditure

- Financial delegation in line with delegated authorities.

Key knowledge and experience

- Must be ordained and registered minister of religion (or equivalent) and provide evidence that they are a member in good standing, with valid Working with Children Check number and recent training in working with children and vulnerable people.
- Possess a degree in theology or equivalent qualification, or can demonstrate significant and recent experience of equal academic value
- Possess a minimum of five years pastoral care experience at a senior level and a mature understanding of spirituality and pastoral confidentiality, especially to a diverse community of all and no faith background.

Essential requirements

- Possession of sufficient maturity and expertise to be able to cope with the spiritual, psychological, physical, and social needs of this specialised ministry.
- Experience in conducting formal ceremonies and other rites of passage and worship.
- Proven ability in communicating effectively and articulately both verbally and in writing with persons at all levels within an organisation.
- Ability to work within an ecumenical team environment to achieve strategic goals for Chaplaincy within the NSWPF
- Strong oral and written communication skills.
- Current driver's license with the ability and willingness to travel throughout NSW