

## COMMUNITY CHAPLAINCY ASSOCIATION

### JOB DESCRIPTION

JOB TITLE	Chief Executive Officer
HOURS	37.5 hours per week - flexible, occasional evenings and weekends (part-time or full-time considered)
SALARY	Salary scale from £40,578 to £43,570 plus 6% contribution to pension. The salary is based on NJC Pay Scale Spinal Column Point (SCP) 36 -39. There is scope for movement based on experience.
HOLIDAYS	26 days plus Bank and Public holidays
LOCATION	Location flexible – but should be accessible to London and major transport links – working from home a possibility. Current office space available in Birmingham.
RESPONSIBLE TO	Community Chaplaincy Association Board
REPORTING TO	A designated Board Member
RESPONSIBLE FOR	The Growth, Quality, Representation of the Community Chaplaincy Association and effective communication with the members, the board of trustees, the staff and all stakeholders
LIAISON WITH	Community Chaplaincy Association members and key stakeholders.
FAITH REQUIREMENT	There is a genuine occupational requirement for the post-holder to be a person of faith and committed to the multi-faith aims and purposes of the organisation.

The Community Chaplaincy Association exists to offer support and advice to autonomous Community Chaplaincies established both in prisons and in communities – we have over 35 fully operational members as well as associate members, individual members and organisations in the process of starting up. We seek to promote the benefits of Community Chaplaincy to a wider audience, increasingly bringing it to the attention of policy makers and professionals in the field of criminal justice as well as to the media and the general public.

#### 1. PURPOSE OF THE JOB

Provide practical and strategic support to develop the Community Chaplaincy network

- Represent and promote Community Chaplaincy projects
- Facilitate, support and grow a network of sustainable Community Chaplaincy projects
- Promote and safeguard the faith basis and person-centred ethos of Community Chaplaincy
- Enhance quality standards and evidence the value of Community Chaplaincy to the wider sector.

#### 2. RESPONSIBILITIES OF THE JOB

The CEO will be responsible for the following but may delegate portions of the work to others in the network and beyond.

- 1 Build up the Network, facilitating continuous improvement and increasing national coverage in terms of both prisons and communities, including :-

- Managing and developing the team of volunteer regional representatives from within the membership
  - engagement and support of potential and new members
  - ensuring CCA meets the needs of more experienced members and gains their participation
  - enabling sharing of best practice and peer review for quality assurance
  - cross-referral systems for beneficiaries moving beyond their imprisonment area.
- 2 Promote Community Chaplaincy operationally and strategically at a national level, to ensure a good understanding and support for the work both within the existing community chaplaincy network and with key stakeholders
    - identify key stakeholders and maintain a communication plan
    - promote Community Chaplaincy on a national scale
    - develop and maintain the website
  - 3 Enable objective evaluation of Community Chaplaincy impact to enable funding and to underpin continuous improvement, including
    - collection, analysis and dissemination of project data, both quantitative and qualitative
    - support and develop the CCA impact measurement system
    - commission independent research and promote findings.
  - 4 Support the long term sustainability of Community Chaplaincy and work with members to develop innovative ways of addressing the pressures in the sector by
    - developing opportunities and national partnerships enhancing the impact of Community Chaplaincy
    - keeping charitable trusts and other funders well informed
    - providing projects with guidance on strategies for income generation
  - 5 Build the capability of the national association to achieve all of the above
    - Line manage and support CCA staff
    - manage the operational budget and lead ongoing fundraising
    - service the CCA Board including assisting in recruitment of new members
    - engage with members across the network to achieve goals collaboratively

### 3. PERSON SPECIFICATION

<b>EXPERIENCE</b>	<p><b><u>Essential</u></b></p> <p>Experience of working with people in different organisations (or groups) to develop consensus</p> <p>Experience of developing strategy and facilitating its implementation</p> <p>Experience of successful fundraising.</p> <p>Experience of working with professionals supporting people with complex needs, possibly as a fellow professional but either way as someone respected for their contribution</p> <p>Experience as a team player working with others from different disciplines</p> <p><b><u>Desirable</u></b></p> <p>Experience of working in a stand-alone role without direct staff or colleagues</p> <p>Experience of facilitating groups of 8-24 to generate enthusiasm and consensus</p>
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	<p>Experience in community/social/care work, or criminal justice/law related studies</p> <p>Experience of partnership working.</p> <p>Experience of working with diversity issues, especially in faith and ethnic matters.</p>
<b>KNOWLEDGE &amp; SKILLS</b>	<p><b><u>Essential</u></b></p> <p>Effective listening and influencing skills</p> <p>Delegation and project management skills</p> <p>Ability to develop strategic alternatives and refine them through consultation</p> <p>Personal flexibility and ability to prioritise own work plans to meet new imperatives</p> <p>Good interpersonal skills and ability to communicate verbally and in writing to a wide range of stakeholders seeking to achieve consensus</p> <p>Awareness and understanding of faith communities and sensitivity to different practices/principles</p> <p>Sufficient skills with ICT to work stand-alone for research, data collection &amp; analysis and report production &amp; dissemination</p> <p><b><u>Desirable</u></b></p> <p>Strategic overview of criminal justice sector and role of mentoring and resettlement support in enabling desistance from crime</p> <p>Ability to manage budgets and handle finances</p>
<b>PERSONAL QUALITIES</b>	<p><b><u>Essential</u></b></p> <p>Leadership – ability to serve, motivate and encourage a diverse body of people to increase understanding and respect</p> <p>A person of faith, recognized by their faith community and committed to the multi-faith character of the Community Chaplaincy Association, recognising and promoting its statement of faith</p> <p>Willingness and ability to carry out everyday administrative tasks combined with ability to act strategically</p> <p>Ability to maintain an open mind, to be objective, to recognise personal prejudices (their own and others) and handle conflicts of interest</p> <p>Willingness to constructively engage with line manager (committing to undertaking regular supervision) and with the Board of Trustees</p>
<b>QUALIFICATIONS</b>	<p><b><u>Desirable</u></b></p> <p>Full driving licence (or the ability to travel to a variety of locations some which may be remotely located)</p> <p>Professional qualification relating to either social/care work; criminal justice/law (or similar)</p>
<b>CIRCUMSTANCES</b>	<p><b><u>Essential</u></b></p> <p>Willing to work some evenings and weekends by arrangement.</p>