

Anna Chaplaincy Coordinator

Portsmouth Deanery

Main Purpose

The role of Anna Chaplaincy coordinator has two main purposes. Firstly to promote the work of Anna Chaplaincy in Portsmouth deanery, to equip churches in the ministry and to seek to find new anna chaplains and anna friends to build on this important work. Secondly, the role is to support the existing anna chaplains and anna friends in their work, to provide networking opportunities and shared resources.

Terms and Conditions

Salary: £25,891 FTE based on a 37.5 hour week. (£6,904 p.a actual salary)

Pension: 7% Contributory pension scheme

Term: This is a fixed term role for 12 months (with the possibility of extension).

Hours: 10 hours per week. The hours are flexible by necessity, and at times will include some weekend and evening work.

Work base: A desk space, PC, and internet connection is available at The Deanery Office, Crasswell Street or St Luke's Church. Other options within the deanery are also available with some degree of flexibility.

Expenses: Travel expenses from agreed work base, and other expenses, as agreed, undertaken as a result of projects connected to this role will be paid by the Deanery

Main Responsibilities

To work alongside diocesan and deanery colleagues to promote Anna Chaplaincy within Portsmouth deanery. This includes presenting to church congregations, and other interested parties, on the work of Anna Chaplaincy, and it's benefits.

- To work with clergy as they coordinate, resource and support existing work in the key areas of spiritual care for older people. To work alongside clergy in each parish to develop existing, and find new areas of growth for work with older adults – particularly in the community and care home settings.
- To identify vocation to this area of ministry, train and provide ongoing support for volunteers and to develop strategies which build up the capacity and make best use of people's experience, skills and knowledge.
- To work closely with the diocesan Anna Chaplaincy team, and BRF to ensure chaplains are attending training and keeping their skills up to date.

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- To promote the work of Anna chaplaincy, and in collaboration with local clergy be available to present to churches the importance of the ministry, and ways in which members of the church can become involved.
- To walk with, and support the anna chaplains and anna friends in Portsmouth deanery including:
 - Providing one to one support and advice for those operating in these roles.
 - Organising regular events for those working in these areas to meet.
 - To produce/hold a variety of resources, including prayers, orders of service and activities which can be used by anna chaplains across the deanery.
- To establish and maintain relationships with the main agencies working with older people in the Portsmouth Deanery, diocesan staff and other relevant organisations including ecumenical partners.
- To keep up to date with legislation and comply with all diocesan policies related to core areas of families' work, in order to reflect and promote best practice. For example, health and safety, confidentiality and the protection of children and vulnerable adults.
- To participate in regular supervision and appraisal programmes and identify personal training and development needs. To make regular reports to the line manager, and as requested, the reference group.
- To fulfil other duties as and when required by the post holder's line manager.

Person specification – Qualifications and Experience:

Essential

1. Experience of developing community projects or team working. This may have included working with older people themselves or within a context where a large proportion of people worked with were over 65.
2. A broad knowledge and a passionate interest in the issues affecting older people and their families today.
3. Sensitive and effective verbal communication skills, including confidence in communicating with a broad range of people.
4. The ability to work with volunteers and an empathy with voluntary sector organisations.
5. The ability to work towards appropriate deadlines with particular pieces of work.
6. Excellent written and verbal communication skills.

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Desirable

1. Graduate level or equivalent qualification in a relevant discipline.
2. Leadership of prayer and worship.
3. Understanding of Anna Chaplaincy

Person specification – Skills and Attributes:

Essential

1. Committed Christian with a secure and growing faith and a vocation for this work.
2. An ability to work well with people of all ages and backgrounds.
3. A collaborative and constructive style of operating, respecting colleagues and volunteers and their contribution.
4. A willingness to work at the weekend.
5. Skilled in delivering training.
6. Good communication skills.
7. Leadership and management skills.
8. Problem-solving skills.
9. Information Technology skills.

Desirable

1. Experience of delivering presentations/facilitating group discussions/workshops, etc.
2. Clarity of communication characterised by warmth and openness.
3. The ability to conduct work in keeping with high professional standards.

Note: Due to the nature of this role it requires a Genuine Occupational Requirement to have an active commitment to the Christian faith. The post is also subject to an enhanced Criminal Records Bureau disclosure check, because the role will involve some direct contact with vulnerable adults.

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