



## Role Brief – Trust Chaplain

<b>Directorate:</b>	Operations
<b>Job Title:</b>	<b>Trust Chaplain</b>
<b>Time Commitment</b>	Voluntary
<b>Accountable To:</b>	Head of Community Resilience
<b>Reporting To:</b>	Senior Chaplain
<b>Base:</b>	Various throughout the Trust
<b>Purpose of Role:</b>	The provision of a voluntary pastoral support service to South East Coast Ambulance NHS Foundation Trust personnel and their families, where appropriate, in order to ensure that individuals and groups are given the support they need to assist them to continue with, or return to, their demanding roles within the Trust.
<b>Key Duties:</b>	<p>To be responsible as the Chaplain for the Operating unit / Station as assigned and to visit staff and volunteers working within their area on a regular basis at a time when the optimum number of operational staff are present on site.</p> <p>Always wear their Secamb ID card when volunteering for the Trust</p> <p>Wear appropriate uniform clothing supplied by South East Coast Ambulance NHS Foundation Trust.</p> <p>Be available for anyone who needs someone to talk to, in complete confidence 24/7</p> <p>All Chaplains should use Trust referral pathways to support our Staff and Volunteers but other support pathways maybe signposted if requested and deemed appropriate.</p> <p>To have an up-to-date awareness of the structure and culture of the Trust and understand and appreciate the day-to-day pressures and stress under which members of the ambulance service work. This will require appropriate contact with operational, administrative, volunteers and maintenance staff and the accompanying of operational crew as they undertake their shifts</p>

	<p>Third manning / observing is available to all Chaplains in line with the Observer Procedure</p> <p>In consultation with management and Senior Chaplain, arrange and where appropriate, conduct services e.g., Funerals, Memorial Services.</p> <p>Given the sensitive nature of ambulance work, to respect confidentiality of any information that may be made known during carrying out the Chaplaincy role, either concerning the public, the organisation, or individual staff members.</p> <p>To undertake statutory and mandatory training as required by the role, including face to face and e-learning.</p> <p>Maintain a current Secamb DBS</p> <p>Supply when requested documentation to assist with the renewal of DBSs</p>
	<p>To act in a polite and respectful manner to patients, the public, and all other members of Secamb.</p> <p>To always uphold the Secamb values and behaviours.</p> <p>To perform your volunteering role to the best of your ability.</p> <p>To ensure that you attend training and re-assessment activities as required for your role.</p> <p>To respect and adhere to the policies and procedures of Secamb.</p> <p>To use your Secamb provided email address and social media in accordance with data protection legislation and the Trust's policies and procedures. For the avoidance of doubt; when using social media or any on-line communication, volunteers <b>must not:</b></p> <p>Reveal any confidential information about service users, staff, or the Trust</p> <p>Engage in any activities on the internet or share information which might bring the Trust into disrepute</p>
<b>Key Knowledge Skills</b>	Hold a UK driving licence for at least 12 months that carries no

<p><b>&amp; Experience:</b></p>	<p>more than three penalty points or have access to a mode of transport to attend Trust sites.</p> <p>Good verbal and written communication skills</p> <p>Ability to interact with people from a diverse cultural and social background</p> <p>Ability to develop effective working relationships with colleagues</p> <p>Ability to maintain accurate records</p> <p>Have good interpersonal skills.</p> <p>Be computer literate</p> <p>Ability to work well within a team, as well as independently</p>
<p><b>Health and Safety</b></p>	<p>The volunteer will take due care in their role, reporting any accidents or untoward occurrences.</p> <p>While on trust premises the post holder will observe the 'No Smoking' Policy. Smoking is only prohibited in designated smoking areas out of the public's view.</p> <p>The volunteer will ensure that they carry out their duties in a manner that maintains and promotes the principles of infection prevention and control in compliance with national standards, trust policies, guidelines and procedures.</p>
<p><b>Equal Opportunities</b></p>	<p>The Trust's Equal Opportunities policy affirms our commitment to ensure that no patient, employee, prospective employee or volunteer is discriminated against whether, directly or indirectly on the grounds of gender, sexual orientation, age, marital status, responsibility for dependants, disability, religion, creed, colour, race, nationality, ethnic or national origin, trade union activity, social background, health status, or is disadvantaged by conditions or requirements which cannot be shown as justifiable.</p>
<p><b>Review</b></p>	<p>The role description reflects the principles of the post at the time of publication. As an ever-evolving department the role may change periodically after review, and changes will be discussed with the post holder.</p>
<p><b>Special Conditions</b></p>	<p>The duties and responsibilities described in this role brief may be subject to amendment in the light of the changing needs of the Trust.</p>