#### **JOB DESCRIPTION**

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| JOB IDENTIFICATION |
| Job Title: Lead for Spiritual Staff Care & Wellbeing Service  Responsible to: Director of Nursing, Corporate  Department: NHS Fife; Department of Spiritual Care  Directorate: Corporate (Nursing) Directorate  Operating Division: Corporate Services  Job Reference:  No of Job Holders: 1  Last Update : 02/02/2023 |
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| 2. JOB PURPOSE |
| The purpose of this role is to have lead responsibility and provide strategic leadership, planning, co-ordination and support for the development and enhancement of spiritual care staff support and wellbeing across all staff groups in NHS Fife.  The post holder will support organisational aims of enhancing relational care for staff through advances in strategic relationships and culture aspirations.  The post holder will provide expertise within the specialist area as well as manage and play a lead role in the development of colleagues within support teams.  The post holder will have a highly specialised knowledge, which is at the forefront of knowledge in a field, which they use for the basis for original thinking and research. They will be a leader with considerable responsibility, and the ability to research and analyse complex processes.  This role is situated within NHS Fife Department of Spiritual Care and encompasses the NHS Fife Spiritual Care Policy which affirms the importance of spiritual care, and which seeks to identify and meet, as appropriate, the spiritual care needs of patients, carers, volunteers and staff in accordance with the Scottish Governments “*CEL (2008) 49: Spiritual Care*” and relevant Government Policy. |

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| **3. DIMENSIONS** |
| The post will interpret, develop and implement local and national policy, legislation and compliance requirements to provide direction, guidance and support on a range of matters to the organisation as a whole, as well as other areas of NHS Scotland.The postholder will manage a highly complex set of working relationships which extends beyond health to include other public services, agencies and providers.They will manage and develop colleagues as well as an expectation to have line management responsibilities.They will be expected to contribute their specialist expertise to national and local initiatives.The postholder will be required to assist in any other duties which are deemed reasonable to their role and band. The role will impact and operate across the whole of NHS Fife and will ensure the provision of Spiritual Care support is available to all staff groups across the organisation.  The postholder will provide support across all of the NHS Fife, providing professional advice, and support in key areas of development to all colleagues including senior leaders, managers, clinicians and development professionals. |

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| 4. ORGANISATIONAL POSITION |
| Director Of Nursing  Executive Lead for Spiritual Care  Head of Workforce Planning and Staff Wellbeing  Associate Director of Nursing  Head of  Spiritual Care & Bereavement Lead  Healthcare Chaplains  Volunteers  **This Post** |

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| 5. ROLE OF DEPARTMENT |
| The role of the Department is to provide health and wellbeing spiritual care support to all staff working in collaboration with all other services e.g. Psychology, Occupational Health, Peer Support. This includes supporting staff and volunteers and the wider hospital community according to need or request, offering supportive companionship to all, facilitating religious care as appropriate / requested, acting as an informal advocate and at times, and with their consent, the referral of people to their own Belief Community.  In order to achieve this the Department will work in collaboration with those involved in the delivery of healthcare, and in partnership with the Department of Spiritual Care.  The Department supports NHS Fife in responding to the following legislation, policies and guidance:   * NHS Scotland’s National Delivery Plan for Spiritual Care. * Scottish Government’s ‘CEL (2008) 49: Spiritual Care’ and the implementation of NHS Fife’s Spiritual Care Strategy. * The Department supports the organisation in responding to the Scottish Government’s ‘CEL (2011) 9 – Shaping Bereavement Care – a framework for action’. * Key areas created by secondary legislation which came into force with the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012.  NHS Fife Corporate Directorate Strategic Delivery Framework which embraces four domains, including improving staff experience and wellbeing which are directly aligned to the NHS Fife Population Health and Wellbeing Strategy.NHS Fife Staff Health and Wellbeing Framework: Supporting Our Workforce and Their Wellbeing.  * NHS Scotland’s Improving Wellbeing and Workforce Cultures Strategy for the Health, Social Care and Social Work Workforce; 2022 – 2027.   The Department provides:   * Professional Chaplaincy to the organisation which utilises a person-centred approach to all staff within NHS Fife and at all levels of the organisation * Specialist Spiritual Care for those at the end of life including bereavement care. * Out of hours availability * Input to education programmes and inductions. * Oversight of designated Sacred Spaces and others places as required |
| 6. KEY RESULT AREAS |
| The postholder will: **Policy and Strategic Planning**   * Develop and lead the implementation of a strategic plan for the provision of staff care and support within key priority areas * Promote a culture of change and leading-edge practice, which will have a long-term impact internally and/or externally by taking a leading role in the management of organisational projects * Provides professional advice and consultancy on a range of staff care and wellbeing issues. * Demonstrate creative, innovative organisational, leadership and management development solutions to improve the effectiveness of individuals, teams, organisations, networks and systems – for example, coaching and strategic team development. * Formulate and support the implementation of the NHS Fife Corporate Directorate Strategic Delivery Framework which embraces four domains, including health and wellbeing which are directly aligned to the NHS Fife Population Health and Wellbeing Strategy. * Formulate, support and implement the NHS Fife Staff Health and Wellbeing Framework: Supporting Our Workforce and Their Wellbeing * Develop partnership working to ensure good relations between NHS Fife and other services, professional and voluntary, is promoted * Develop and implement performance measures for the delivery of the service across NHS Fife. * Participate in various committees/working groups within NHS Fife e.g. NHS Fife Nursing and Workforce Group, NHS Fife Health and Wellbeing Group, NHS Fife International Recruits Oversight Group * Responsible for ensuring completion of all work in accordance with all other NHS Fife policies relating to Health and Safety, Risk Management, Confidentiality of Information, Infection Control, Moving and Handling and Fire Orders and with relevant national legislation   **Professional Leadership** Be required to co-ordinate, develop and manage the workstream and will be required to include the provision and delivery of highly specialist knowledge and initiatives in relation to relevant developments.  * Responsible for the development of the department team members across NHS Fife to provide best practice in Spiritual Staff Care & Wellbeing as an integral part of the provision of Person-Centred Care across NHS Fife. * Demonstrate and promote a leadership approach that embraces role modelling values of kindness, compassion and collaborative working that can help improve the culture of staff, relationships and lead to better care. * Be the representative for NHS Fife of various national committees and working groups through contribution to and the formation of NHS policy in relation to staff wellbeing. * Advise the organisation, through the Executive Lead, on matters pertaining to Spiritual Staff Care & Wellbeing  Work closely with a whole breadth of stakeholders to provide ongoing facilitation, support and advice on Spiritual Staff Care & Wellbeing  * Responsible for building capacity and capability within and across spiritual staff care & wellbeing  Foster wellbeing and resilience in the NHS Fife workforce by leading the development, implementation and evaluation of a Staff Support Service within the Spiritual Care Department.Assess, analyse, prioritise and monitor the delivery of the Staff Support service across NHS FifeEnsure the Staff Support Service is accessible and visible to the workforce and is fully harmonious with NHS Fife’s values and governance.Support the development of an ethos of care, which recognizes the importance of a supportive and valuing environment for staff, in order for them to provide the desired holistic care of patients, carers and themselves.Provide professional leadership, management, support and direction to the service.Line manage, mentor and supervise members of staff who may join the Spiritual Staff Care & Wellbeing Service in the future, including authorisation of travel expenses, dealing with disciplinary and grievance issues as they arise.Work collaboratively with the Head of Spiritual Care to equip Spiritual Care team members with the necessary skills, tools and understanding to meet strategic goals.Provide specialist support and advice to Spiritual Care team members on matters of complex spiritual need and deploy resources appropriately to meet that need.  * Liaise with other services within NHS Fife (e.g. Occupational Health, Peer Support, Psychological Services, etc.) to ensure an integrated approach to Staff Health and Wellbeing * Maintain and develop own professional knowledge and expertise in relation to area of responsibility; maintain awareness of professional education, good practice and innovation through attendance at seminars, conferences, study days, networking and professional contacts   **Quality**   * Ensure the implementation of evidence-based practice in spiritual staff care & wellbeing at different levels throughout NHS Fife * Co-ordinate and initiate research and service development * Undertake research in spiritual staff care & wellbeing to maintain standards of good practice within the Department and raise to best practice * Ensure the implementation of quality improvement methods, project management and performance monitoring and reporting * Undertake to employ quality improvement methods to develop innovative solutions in meeting organisational requirements   **Education**   * Manage the development of, and participate in, a programme of induction, training and education for all staff, volunteers and professional groups to increase awareness of the spiritual staff care & wellbeing and assist key stakeholders to develop their own skills in this field. * Develop and participate in inter-professional education programmes. * Work collaboratively with the Head of Spiritual Care to provide academic supervision and mentorship for undergraduate and post-graduate students on placement within the Department. * Supervise and provide training opportunities for students, trainee chaplains and volunteers. * Develop, deliver and participate in e.g. spiritual care, staff care, bereavement education and training for staff. * Undertake regular professional supervision in order to enhance reflective practice. * Develop links with higher Education Institutes to deliver education of healthcare professionals in training in the value and efficacy of Spiritual Care * Contribute to the national and international dialogue on bereavement and spirituality and health through publications and participation in workshops, presentations and conferences.   **Management (these are aspirational if the staff care team builds capacity in the future)**   * Responsible for the recruitment, career development through PDPs and performance of the team members * Responsible for the management of the staff working within Spiritual Staff Care & Wellbeing * Ensure members of the Department undertake statutory and mandatory training requirements. * Has responsibility for any Spiritual Staff Care & Wellbeing Departmental budget   **Service Delivery**   * Develop and lead the implementation of reflective practice across NHS Fife including the growth of Values Based Reflective Practice (VBRP®), a national initiative created, designed, and owned by NES to help staff deliver the care they came into the service to provide. * Develop, lead and implement pastoral supervision for people/staff across NHS Fife and the health and social care partnership * Pastoral Support for International Recruits * Responsible for the production of appropriate material to raise awareness of the work of the Department including an annual report. * Develop systems to ensure up to date written and electronic records are maintained in accordance with NHS Fife standards. * Participate in the delivery of the Spiritual Staff Care & Wellbeing by supporting staff and volunteers through a variety of interventions. * Use own professional knowledge, skills and judgment when working with staff to recognise when to refer to another professional and make appropriate referrals. * Responsible for ensuring staff are appropriately supported individually or in groups following a variety of challenging situations and/or particularly stressful or traumatic incidents, e.g. the sudden death of a child, the death of a colleague or during disciplinary procedures. |

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| 7a. EQUIPMENT AND MACHINERY |
| The post holder will be required to use the following equipment in the course of their work:   * Use of equipment and products relevant to specialist area for demonstration and training purposes. * A range of office, audio-visual and IT equipment * PC for design, development and maintenance of IT solutions. * Multi-function devices : scanners, copiers, printers, fax. * Telephone * VC facilities * Portable equipment (e.g. laptop, mobile phone etc.) |
| **7b. SYSTEMS** |
| The post holder will have sole responsibility for:   * Maintaining appropriate records of the work they carry out and will contribute to the maintenance of accurate records * Lead on development and design of profession specific data collection systems to meet local service needs. * Utilise knowledge of the wider NHS organisation to influence development of services * Maintain personal work activity record. A detailed knowledge of the Spiritual Care Policy together with a working knowledge of the Data Protection Act, Freedom of information Act and the Board’s policy on Confidentiality is required. The Post holder may also access the patient list for the exercising of duties and responsibilities eg the use of Datix, Office 365, Internet, TURAS, SSTS, PECOS |

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| 8. ASSIGNMENT AND REVIEW OF WORK |
| * The postholder is responsible for planning, prioritising and allocating their own work and has freedom to initiate, implement and deliver outcomes within their area. * Work will largely be determined by professional, political and educational regulations and boundaries. * The post holder will be expected to ensure that initiatives support and influence national policy and professional regulation * The postholder will work autonomously in planning, prioritising, and setting objectives for his/her own work within the team and will agree objectives and report to their line manager. * Elements of work will be delegated to members of their team as appropriate. * The post holder has professional accountability and managerial responsibility for the service delivered in NHS Fife. * Originality and initiative will play a part in developing resources for meeting a very broad range of spiritual care support needs amongst staff and volunteers. In addition to a self-motivated review of work assignment which requires engaging in reflective practice, the developing of expertise and special interest in particular areas of care and the assessment of spiritual care needs of staff and volunteers. * The work of the post-holder will be reviewed through a structured review process including regular 1:1’s, supervision, and an annual appraisal (TURAS) and the development of a Personal Development Plan to identify areas of training, development as well as set outcomes. In addition the post-holder will, with the Head of Spiritual Care and the Associate Director of Nursing review the Department objectives and Local Delivery Plan annually. * The post holder will inform the Associate Director of Nursing (Corporate) on all matters relating to the provision and delivery of Spiritual Care Staff Support and prepare an annual report for the Executive Lead for Spiritual Care in June each year. * Review of all work will be undertaken through using objectives agreed with the Associate Director of Nursing (Corporate). |

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| **9. DECISIONS AND JUDGEMENTS** |
| The post holder will:   * Implement the objectives determined by NHS Fife Spiritual Care Policy. * Will provide advice and report professional issues to the Associate Director of Nursing (Corporate). * Work with a high degree of autonomy making decisions and judgments and on a daily basis using his/her own knowledge, experience and interpretations of various policies to determine priorities and the professional direction of the service. * Make decisions with regard to risks to health, safety and security for all working within the Department including volunteers. * Make decisions regarding appropriate provision of spiritual care for people of all beliefs and life stances. * Allocate resources of people, time and finance to deliver good practice in spiritual care. * Make decisions on the deployment of staff to provide an effective and equitable service. * Lead the professional engagement with research and development.   The post holder, in delivering spiritual care support and wellbeing to staff and volunteers, will:   * Use knowledge, skills and experience in assessing spiritual needs and planning of appropriate interventions. * Have a clear understanding of co-operative healthcare working in a multi professional environment |

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| 10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB |
| Providing spiritual care staff support will bring the post holder into direct and intimate contact with people under stress who are dealing with issues of life, uncertainly and destiny.   * The post-holder is expected to be responsive to the needs of the service from managerial responsibilities to quickly moving from one pastoral or spiritual encounter to the next, with varying degrees of intensity and duration * Working in a highly distressing, emotional environment, dealing with people who are anxious, angry or distraught * Undertake a physically, mentally and spiritually demanding job whilst taking care to safeguard own health, safety and wellbeing as well as that of staff and volunteers. * Engaging and maintaining effective communication with senior staff within NHS Fife, other territorial and national boards, government organisations, social care and third sector/ independent sector organisations. * Identify and deal sensitively with people whose symptoms may be psychological, spiritual and / or emotional * Achieving effective implementation of NHS Fife Spiritual Care Policy which embraces the broader understanding of Spiritual Care contained within the Scottish Government Guidelines on Spiritual Care [CEL (2008) 49] throughout NHS Fife . * Raising awareness of the importance of Spiritual Care at all levels of training and service delivery * Enabling effective communication with a largely part time workforce spread across a large geographical area. |

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| **11. COMMUNICATIONS AND RELATIONSHIPS** |
| * Required to deploy advanced skills in communicating with a wide range of internal and external stakeholders * Developing consensus about project aims and outcomes and in executing plans * Implementation of a communications strategy to develop awareness of the project benefits and outcomes to secure involvement from organisation and individuals from within NHS Scotland and other relevant sectors. * Chair meetings effectively * Persuade, influence and negotiate in order to secure funding and contracts, present proposals, obtain support for proposals, and secure involvements of colleagues in initiatives * Facilitate workshops and focus group discussions. * Prepare information, reports, articles and papers to publication standard. * Present complex/specialist information to internal and external conferences and seminars. * Present and brief groups of internal and external stakeholders with complex information which may challenge existing practices * Maintain communication and working relationships with all departments, committees, the board and the senior management team of NHS Fife to affect the work of the post and NHS Fife. This communication is verbal, written and electronic and ranges through direct personal contact to scheduled meeting, all with a view to facilitating the work of NHS Fife. * The post-holder also works with all levels of staff as a member of the multi-disciplinary team, contributing to safe, effective person-centred care. The post holder will develop and maintain trusting relationships with patients, carers, staff and volunteers in sensitive and stressful situations on a daily basis. The post holder will, acting with sensitivity, tact and empathy: * Have a meaningful and confidential relationship with staff and volunteers. * Communicate clearly and professionally with staff and volunteers promoting and maintaining confidentiality, over a variety of sensitive, personal and emotional topics * Maintain effective communication strategies for staff and volunteers who may have barriers to communication * Utilising a range of interpersonal skills, explain to a variety of stakeholders in health and social care, voluntary organisations and the Belief Communities the value of Spiritual Care and its potential to improve staff care. This involves both providing and receiving sensitive and contentious information and taking part in such debates to provide reassurance of the equality of delivery e.g. speaking engagements, meeting on a one-to-one basis. * Demonstrate high level formal presentation skills, prepare and deliver educational material at all levels, e.g. training of volunteers, developing material for undergraduate and post graduate students and staff. * Interface with the NES Programme Director for Spiritual Care and Professional Leadership Group * Attend meetings; arrange correspondence, and network with agencies and other organisations concerned with Spiritual Care and the work of the Department. * Represent the Board and the Department at meetings in both healthcare and non-health care settings, locally and nationally. * Attend Directorate and Departmental meetings and participate in strategic service developments * Communicate with a high degree of sensitivity, compassion, tact and empathy, establishing and maintaining productive working relationships with colleagues and teams from across NHS Fife, the Health and Social Care Partnerships and third sector organisations. * Demonstrate the impact and role of good quality spiritual care on person-centred care within the multi-disciplinary team. * Communicate effectively about the need for various Staff Care interventions, negotiating, persuading, re-assuring and co-operating with colleagues at all levels while respecting their professionalism and offering to be a resource and guide for them and their teams. * Demonstrate highly developed advocacy, mediation and negotiation skills when working with teams and services, especially where individuals may experience conflict, hostility or a lack of trust. Working to develop colleagues and teams with the aim of ensuring safe, effective and person-centred services. * Utilise high levels of interpersonal and communication skills when working with patients, carers and staff addressing highly complex complaints which may be highly charged with emotions and grief, helping to navigate through the antagonism and blame to a realistic and reasonable outcome for those involved. Arranging for ongoing support where appropriate. * Develop and deliver materials for presentations and training for a wide range of audiences, including members of the public, on highly complex, sensitive or contentious subjects such as Approaches to Challenging Discussions, Anticipatory Care Planning, Advanced Directives, etc. * Demonstrate adaptive leadership skills when representing the Spiritual Staff Care & Wellbeing Service and/or NHS Fife at local, regional and national meetings in both healthcare and non-healthcare settings, and in circumstances that may be politically or strategically ambiguous and sensitive.   **Risk Factors**   * Verbal and physical abuse/aggression * Stress caused by communicating in traumatic situations * Conflicts of interest, when for example, communication with both sides of a dispute * Exposure to distressing situations (e.g. disclosures of abuse, intention to self harm or harm others). |

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| **12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** |
| **Physical**   * The job involves a degree of fitness to get around various sites requiring the ability to travel between different locations within Fife on a daily basis * Physical demands of the post involve: Sitting at meetings for long periods of time e.g. meetings may last up to three hours. * Sitting at VDU for long periods of time e.g. a whole day may be spent preparing a report with only short breaks. * Sitting with people for long periods of time when delivering spiritual care. * Responding to situations of distress and trauma on daily basis   **Mental**   * A high degree of analytical skills and think creatively over sustained periods. It is expected that project strands will run concurrently and the postholder will therefore be required to co-ordinate simultaneous activities. * The ability to produce reports and other documents to a high standard is essential. * There will be a frequent requirement for concentration where their work pattern is often unpredictable. * A high degree of intellectual demands are made of the post holder. Providing a supportive and positive presence for people, often in the most difficult and emotional of times, whilst sustaining a sense of personal well being. * The workload is often highly unpredictable both in terms of volume and levels of intensity. A high level of concentration is necessary to do the job effectively. Mental demands of the post involve: * Concentration when taking part in meetings e.g. meetings may last for two to three hours. * Concentration when working on records, data analysis and documents e.g. preparing reports. * Frequent interruptions in dealing with calls and people asking for advice or information or called to see patients, carers or members of staff. * Communicating sensitively with people of different beliefs, cultures and lifestyles. * Communicating sensitively when dealing with complaints. * Frequent periods of intense concentration when assessing individuals * Communicating sensitively with people who are distressed/ anxious/ worried patients and often moving from one highly charged situation to another.   **Environmental**   * The scope of the job necessitates the post holder working in a number of different environments from wards and departments and offices across NHS Fife Environmental demands of the post involve: * Occasionally deal and cope with threats of violence, verbal abuse and indirect aggression   **Emotional and Spiritual Demands**   * The postholder is required to work to tight deadlines. * A key characteristic in providing spiritual care is ‘presence’. A key characteristic in providing emotional support is compassion and empathy. As such a high level of emotional energy and spiritual resources is needed. While working with people the post holder will be expected to maintain a professional and caring attitude when faced with all levels and kinds of suffering. The post holder will be exposed to emotional and spiritual challenging situations. |

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| 13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB |
| Knowledge  * Knowledge of the nature, aims and limitations of high-quality spiritual care and its links to ethics and legalisation * Knowledge of the theories on interpersonal relationships (including Theory of Personhood and of Human Relationships); reflective practice and supervision * Knowledge educational models and the theory of learning including an understanding of professional active/reflective practice. * The nature of moral thinking including different theories of ethics. * A working knowledge of world religions and faith, religious rites and practices, diversity of world views. * Knowledge of local and national guidance, regulations and legal requirements for the safe and effective delivery of bereavement care. * Knowledge of learning, teaching skills and methods   **Training**   * Educated at master’s level or equivalent experience plus substantial postgraduate experience, or working towards this together with registration as a health or social care professional. * Significant experience in their specialist area * Values Based Reflective Practice (VBRP®) Facilitation and Trainer qualification * Pastoral Supervision qualification * Professional leadership education * On-going professional development planning and review.  Experience  * Substantial postgraduate experience and will have held enhanced responsibility in a healthcare post * Working within a multidisciplinary environment utilising facilitation and network building skills including excellent stakeholder management. * Proven experience of leading, developing and managing health services and applying improvement methodology. * Understanding of quality improvement methods and their use in developing innovative solutions in meeting organizational requirements and motivating staff to effect change. * Experience of working with leaders at senior management and Board levels. * Highly developed interpersonal skills. * Evidence of personal education skills development. * Project management experience. * Policy-level experience in Health or Social care / education /leadership development and an understanding of the policy environment. * Proven experience in developing, commissioning, managing and evaluating development programmes/activities. * Ability, experience and judgement to work independently and as part of senior team. * Experience of complex change management processes and expertise in education, leadership, management and models for delivery of development. * Ability to deliver within tight deadlines. * Understanding and knowledge of government health policy. * Ability to work in complex environments where the parameters of the job are not necessarily clearly defined * Well-developed facilitation skills. * Knowledge of and expertise in organisational, leadership and management development and models for delivery of leadership development. * Highly developed written and verbal communication skills. * Experience in academic and report writing. * IT literate with experience in Microsoft Office systems and with e.g. Datix, PECOS, TURAS, SSTS * Ability to communicate sensitive and complex information * Presentation skills. * Evidence of creativity and innovation. * Analytical skills. * Team player. * Effective leadership and management skills. * Project management skills. * Information management skills * Evidence of delivering spiritual care in a healthcare setting working as a healthcare chaplain * Demonstrate leadership skills through supervising and mentoring colleagues and volunteers * Experience in advanced communications skills e.g. delivering presentations, teaching and group facilitation * Detailed knowledge of CEL (2008) 49 Spiritual Care; The General Data Protection Regulation (GDPR) and the Data Protection Act 2018; the Freedom of Information (Scotland) Act 2002; and Adults with Incapacity (Scotland) Act 2000. * Comprehensive knowledge of approaches to develop teams/individuals and integrated solutions to complex and challenging problems in the delivery of a staff care service. * Experience of writing and delivering training and presentations. * Experience of research, audit and quality assurance.  Professional  * Demonstrate ongoing personal development through participation in internal and external development opportunities and through supervision. * Evidence experience of establishing and maintaining contact between a healthcare organisation and the local community. * Demonstrate a knowledge base of different religions and faiths and the ability to work harmoniously in an ecumenical/interfaith environment and with those from different life stance groups. * Evidence experience in making presentations, teaching or group facilitation. * Continuing Professional Development as required by the professional body. * Partakes in on-going supervision |

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| **14. JOB DESCRIPTION AGREEMENT** | |
| A separate job description will need to be signed off by each job holder to whom the job description applies.  Job Holder’s Signature:  Manager’s Signature: | Date:  Date: |