KWM Volunteer Chaplain Job Description

Kent Workplace Mission (KWM) is a Local Ecumenical Partnership being a mission partner of Churches Together in Kent, and so has trustees from the partner denominations, as well as trustees representing the membership.

Partner denominations represented are:

Anglican Canterbury Diocese
Anglican Rochester Diocese
South East Methodist District
Southern Synod United Reformed Church
Catholic Archdiocese of Southwark
South East Division Salvation Army
South East Baptist Association

Volunteer chaplain

A Volunteer Chaplain needs to have a strong Christian faith and be a good listener to walk alongside and support staff within their place of work.

Daytime availability is normally required (and own transport would be helpful). This is an unpaid role with the number of hours to be agreed.

Appropriate training and support in this role will be given by KWM. CPD training is available. Chaplains will be working with people of all faiths and world views.

Key Tasks

Listening and regular pastoral and spiritual one-to-one support (where welcomed) and guidance for those who need it.

Relationship building.

Weekly/fortnightly visits to the site, to be arranged with the volunteer.

Liaising with managers and supervisors and attending occasional team meetings appropriate to the site.

Signposting to professional and other support agencies where appropriate.

Liaison with Co-ordinating Chaplain or East Kent Lead Chaplain and Administrator.

Volunteer chaplains are required to follow the policies and procedures of KWM and of the place you are working, including following KWM's safeguarding procedures, including:

- *Undergoing safeguarding training as required by Kent Workplace Mission. This is mandatory*

- *Recognising possible safeguarding concerns involving children or adults at risk, and responding in line with KWM and Methodist safeguarding policies, including timely reporting to KWM Supervisor*
- *Keeping clear, factual written records of any safeguarding concerns and sharing them promptly with the appropriate safeguarding contact and or Denominational or Company safeguarding processes, if appropriate.*

Contributing to and occasionally leading spiritual tasks such as Christmas, Easter or Remembrance Day events.

Contributing to and occasionally leading bible studies or prayer meetings.

Chaplains are not required to do:

- Counselling
- Psychotherapy
- Advocacy
- Case management
- Investigation of concerns or allegations

If you are interested or would like to know more, please contact Penny Culliford (Co-ordinating Chaplain) at penny@kentworkplacemission.org