

# THE BRICK

PROJECT  
SHOP  
WORKS  
GIVING  
RE-USE

## QUEENS HALL ACTION ON POVERTY

### JOB DESCRIPTION

**Job Title:** Chaplaincy and Pastoral Care Lead

**Salary:** £14,560 per annum

**Status:** Substantive Hours: 20 hours per week including evenings and weekends on a rota (one weekend Sat and Sun every 4 weeks).

**Holidays:** 30 Days inclusive of Bank Holidays (pro rata). As a 24/7 365 day a year charity there will be an expectation of working some bank holidays with time off in lieu.

**Based at:** Sites across the Wigan and Leigh Borough

**Responsible to:** CEO accountable to: Queen's Hall Action on Poverty Trustees

**Closing Date:** 31<sup>st</sup> August 2025

**Interviews:** W/C 15<sup>th</sup> September 2025

**To Apply:** Please enclose your CV along with a covering letter to explain why you feel you are perfect for this role.

***Please apply early as we reserve the right to bring forward or extend the deadline for applications, so please get your applications in as soon as possible.***

Please upload your documents here: [Vacancy](#)

Please do not register at the above link until you are ready to add your documents, once registered, you cannot amend your application or add any documents.

### Summary:

The Brick is a growing Charity with big aspirations for people in need within our community. We provide RELIEF, RESTORATION and REFORMATION by offering unique and person-centred support to people experiencing poverty and homelessness within the Wigan and Leigh Borough.

### Job Purpose:

To develop and lead a pro-active chaplaincy and pastoral care service for all areas of the Brick charity.

To ensure that the spiritual, religious and pastoral needs of staff, visitors and people we work with are met effectively, within a framework of choice, appropriate to their cultural and religious expression, to the highest standard of care:

- promoting and developing a listening, affirming and inclusive culture
- enabling engagement with faith and spirituality to promote personal development and change
- building the capacity of the organisation to deliver effective work within its Christian ethos
- maintaining St.George's as a consecrated space and develop and maintain good links with Churches and Faith Groups across Wigan and Leigh.

### **Key tasks**

- Recruit, develop and manage a team of chaplaincy volunteers
- Provide 1-to-1 pastoral support sessions for staff and volunteers
- Provide group support sessions where appropriate and desired
- Plan and lead services of worship regularly as appropriate and to maintain St.George's as a consecrated space; times should be arranged and publicised by the Chaplaincy Team in consultation with management and staff and offer prayer where appropriate
- Guarantee flexibility to meet the particular denominational, sacramental and religious needs which are identified for individual staff or people we work alongside
- Respond to people in spiritual distress including those who may show challenging behaviours, using professional and pastoral knowledge, skills and practice.
- Produce a monthly newsletter for staff and volunteers promoting wellbeing and pastoral care
- Undertake regular meetings with senior leaders to ensure communication and care
- Be visible across all sites in the organisation
- Establish and maintaining links with local faith leaders, securing support and making referrals as necessary
- Support and nurture the development of worshipping communities
- Promote, support and where appropriate organise events/festivals from all the main faith traditions

## Main Responsibilities.

- To develop and provide a pastoral care and chaplaincy service which meets the spiritual and religious needs of all service users and staff of the Brick charity, promoting well being
- To recruit, train and manage chaplaincy volunteers to deliver that service.
- Be a both a visible leader and a 'friendly professional', who provides a listening ear for all at the Brick and helps in the development of an affirming, diverse and inclusive culture.
- Ensure that St.George's remains a consecrated space
- To have a knowledge of a range of religions and faiths, to advise the SLT on issues of cultural - and faith care and to make appropriate referrals to other Faith Representatives. To be an informed resource on faith needs for the Charity and lead in bereavement issues
- Develop and maintain the profile of The Brick with local clergy, ministry teams and local faith communities including fully engaging with other chaplaincy teams and support networks
- In short, build-up and support staff, volunteers, and people who we work with.
- The post-holder will be expected to comply with all statutory legislation, and approved national and local policy, including a Chaplains Code of Conduct.

## General

### QUALIFICATIONS AND SKILLS

Suitable candidate should have:

- The ability to network, build enabling relationships and work effectively in a multi-agency context across the Wigan Borough.
- An understanding of complex needs and how chaplaincy support can be facilitated to those most vulnerable.
- A can-do attitude and willingness to undertake a varied workload
- A resilient nature and the ability to handle challenging behaviour
- Ability to show empathy with individuals while maintaining professional boundaries
- An understanding of the needs and challenges of those experiencing homelessness, including those who have support needs including drug, alcohol and mental health needs
- Experience of working with and supporting volunteers and staff with lived experience.

- A driving licence and access to your own car is desirable.

## Diversity

Understand and implement The Brick's Equality and Diversity Policy

## Out of Hours

Be willing to undertake work during out of hours, including weekends and evenings when necessary. Be willing to undertake and assist in fundraising activities which may occur out of hours Promoting fundraising for the Charity

## General

The post holder will be expected to:

- Operate all financial procedures in line with Queen's Hall Action on Poverty.
- Perform any other duties consistent with the broad objectives of the post.
- Participate in individual performance review and respond to agreed objectives.
- Report, record and deal with complaints as per Charity Policy and Procedure Health and Safety In line with Health and Safety and Lone Working Policies, take reasonable care of personal health and safety, the health and safety of people you will work with and other persons who may be affected by acts and omissions.
- Attend and be an active participant in team meetings, team training and other internal meetings etc.
- Attend external meetings, forums, conferences, training etc. as required by Queen's Hall Action on Poverty.
- Be aware of professional standards expected in the service, in terms of holistic person centred delivery, required ongoing personal and professional development.
- Maintain up-to-date knowledge of legislation, national and local policies, procedures, recommendations and guidelines
- Take responsibility for ensuring that legal obligations regarding information which is processed for both volunteers and staff is kept accurate, confidential, secure and in line with the Data Protection Act 2018 and Confidentiality Policies.
- Not abuse their official position for personal gain, to seek advantage of further private business or other interests in the course of their official duties.
- To at all times deliver the service in line with and adhere to the Policies and Procedures
- To ensure good time management

## Good Practice

Queen's Hall Action on Poverty are committed to the safeguarding and protection of all young people and adults, In line with our Safeguarding policies. We will carefully select, train and support all those with any responsibility within the Charity, in accordance with our rigorous recruitment and selection.

The Brick is committed to promoting a diverse and inclusive workplace, which attracts all candidates and signals our commitment to celebrate and promote diversity. This includes not discriminating under the Equality Act 2010 and building an accurate picture of the make-up of our workforce. We offer a range of family friendly, inclusive employment policies, flexible working arrangements and support for staff from different backgrounds.

This lead chaplain post has certain occupational requirements namely belief, relating to the Equality Act 2010. Under the Equality Act 2010, exceptions can apply where being of a particular sex, race, disability, religion or belief, sexual orientation or age is a requirement for the work. This post requires a Christian faith and ability to maintain the consecrated space in St. George's. The exception is not applied for any other protected characteristic.

**Person  
Specification  
*Chaplaincy and  
Pastoral Care  
Lead***

	Essential	Desirable	How to be achieved
<p>Qualifications</p> <ul style="list-style-type: none"> <li>• Comprehensive theological education to at least diploma level or equivalent faith accreditation.</li> <li>• Ordained minister, in good standing with the Member Churches of the Free Churches Group, the Anglican Church or the Roman Catholic Church and able to be authorised or licensed by an appropriate ecclesiastical authority.</li> <li>• Evidence of continuing study in appropriate fields</li> </ul>	<p>✓</p> <p>✓</p>	<p>✓</p>	CV and interview
<p>Knowledge and experience of safeguarding and be able to respond quickly and safely when safeguarding issues arise</p>	<p>✓</p>		CV and interview
<p>Experience in Pastoral Ministry</p> <p>Relevant experience in religious leadership role</p>	<p>✓</p> <p>✓</p>	<p>✓</p>	CV and interview

Knowledge of other faith community religious traditions			
Courageous, positive and dynamic able to work within a wider team with authority, accountability and openness and trust	✓		CV and interview
Ability in providing compassionate engagement to vulnerable groups.	✓		CV and interview
Commitment to an affirming, inclusive and diverse culture	✓		
Strong communication skills – verbal and written including experience of public speaking and or the ability to give presentations, and facilitate group discussions	✓		CV and interview
Flexible approach to working, including the ability to work unsocial hours.	✓		CV and interview
The ability to develop rapport with people from all walks of life, the ability to meet others at their point of need and respond in ways which are meaningful and appropriate.	✓		CV and interview
The ability to listen to, and interpret complex spiritual and other needs, working in highly stressful and emotive situations; the ability to cope with the suffering of others, and to recognise the personal need for support.	✓		CV and interview
A working knowledge of the Chaplaincy Standards	✓		CV and interview

Car owner/driver and possess full UK drivers licence, or be mobile and able to visit locations as and when required		✓	CV and interview
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