

## Application Pack for Non-Religious Pastoral Support Network Board Member



Thank you for your interest in this position. Pages 2-3 of this pack give more details about the vacancy and page 4 contains the criteria against which we will be recruiting for the role.

### How to apply

Applicants should complete the application form using the information provided in this pack. Forms should be completed electronically and returned by email with the subject '**NRPSN Board**' to [hr@humanism.org.uk](mailto:hr@humanism.org.uk) by **midnight on Friday 23 August**.

### Shortlisting and interviews

Candidates short-listed for interview will be notified by **Friday 30 August** and I regret that we do not have the resources to inform other applicants that they have not been shortlisted. Interviews for shortlisted candidates will be held the **week commencing 2 September** at Humanists UK's offices at 39 Moreland Street, London EC1V 8BB. It may be possible to conduct the interview online if travel on the proposed date is a problem.

If you have any questions about the post, please feel free to contact me on 020 7324 3069 (Ext 21) or at [simon@humanism.org.uk](mailto:simon@humanism.org.uk)

Yours sincerely,

Simon O'Donoghue  
Director of Humanist Care

## **Application Pack for Non-Religious Pastoral Support Network Board Member**

### **Role Description**

#### **Context**

The Non-Religious Pastoral Support Network (NRPSN) is administered by Humanists UK and aims to achieve access for every non-religious person in an institutional setting to emotional, moral, pastoral, and spiritual support from like-minded carers.

We operate a network of trained and accredited pastoral support providers. Through that network we are committed to ensuring that non-religious people have access to pastoral support which reflects their worldview and is provided by like-minded individuals. We believe that everyone needs compassion and empathy when going through particularly difficult times, irrespective of beliefs. For this reason, we are building a network of non-religious pastoral carers, to strengthen the care provision which is currently overwhelmingly religious.

We continue to train and develop our network to provide this support. Currently we have members operating in healthcare and prisons, and we are looking to expand this offering to the armed forces, care homes, universities and other places in need of non-religious pastoral care.

#### **Overview**

The Non-Religious Pastoral Support Network (NRPSN) wishes to create a network of volunteers to provide pastoral support to the non-religious in hospitals, hospices, prisons, and other institutions.

*Who are we?*

We are a network of people who provide non-religious pastoral support. We aim to grow our network of accredited non-religious pastoral support providers and foster it as a mutually supportive community of practice. We encourage and support our volunteers, whilst engaging with relevant bodies to ensure the equal provision of care for the non-religious in institutions throughout the UK.

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### *What do we want?*

We want everyone engaging with and working in public institutions to have equal access to pastoral, emotional, moral, and spiritual support regardless of their religion or beliefs. This support must be provided by likeminded individuals, who can provide the empathy and compassion needed at the most challenging of times. We believe in the necessity of increasing the availability of non-religious pastoral carers to ensure the availability of this provision across all sectors and services.

### *What do we do?*

We train and accredit a growing national network of highly skilled providers. We support the network by increasing awareness, monitoring quality, and encouraging continued professional development.

We engage with strategic bodies like the NHS and the Her Majesty's Prison and Probation Service (HMPPS), to ensure that the pastoral support needs of the non-religious are catered for by likeminded individuals.

## **Role and Structure of the NRPSN Board**

NRPSN board vacancies are open to all suitably qualified and competent non-religious people who share the values of the network. All members must show a commitment to our mutual objective in achieving equality of access for the non-religious to pastoral support from like-minded non-religious individuals.

The NRPSN board is responsible for the analysis of progress against our key objectives. The board will look at new trends and make recommendations on how best to develop our strategic relationships, as well as considering areas for development. High standards of quality assurance will be essential, ensuring that institutions can be sure of our accountability for those that we have accredited as non-religious pastoral support carers.

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This is a pioneering project and will be an opportunity for the post holder to shape and develop the network as we enter an exciting new territory. The role will involve consideration of how we progress through a dynamic landscape. You will consider new trends and the relationships that have been established with a range of institutions including NHS England and the National Offender Management Service (NOMS).

Supporting the growth of the NRPSN is central to the board's purpose. An ability to work at a strategic level, whilst considering the impact of policy decisions on our volunteers and the wider public will be essential. The continual growth of the network will rely heavily on your reflections of how to overcome well established notions of pastoral support, being delivered solely by religious organisations.

Officer positions of the NRPSN board will be selected by committee based on each individual's expertise and in line with the networks governance policy. The Director of Humanist Care will produce bi-annual progress reports for the board's consideration against the network's objectives. The board will also benefit from direct practitioner input and an individual nominated to deal specifically with the networks quality assurance.

### **Key tasks and activities**

1. Participating in reviews of the networks delivery strategy, including making recommendations for revision
2. Monitoring the progress of the network against its objectives by reviewing reports from the Director of Humanist Care
3. Ensuring the confidence of our partner agencies in the NRPSN through quality management

The NRPSN board meets twice a year. Members are expected to commit the time necessary to attend and read operations reports in advance of the meetings.

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Applicants not meeting all the criteria are less likely to be invited to join the Committee than applicants meeting them all. However, we may invite applicants who do not meet all the criteria if we see they have exceptional strengths in some areas in which we need expertise:

1. Experience as an accredited NRPSN provider
2. Experience in quality assurance policy and procedures
3. Experience of national network governance
4. Experience working in hospitals, prisons, or chaplaincy

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**PERSON SPECIFICATION**

<b>JOB TITLE</b>	<b>NRPSN Board Member</b>	
<b>CHARACTERISTICS:</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• No specific qualifications required</li> </ul>	<ul style="list-style-type: none"> <li>• Any qualification in counselling, coaching, mental health work, social work, caring profession, advisory work, education, chaplaincy, NRPSN accreditation</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• No specific experience is essential</li> </ul>	<ul style="list-style-type: none"> <li>• Previous pastoral work</li> <li>• Experience of hospitals, hospices, prisons or any institution where pastoral support is offered</li> <li>• Inter-faith work</li> <li>• Network governance in the civil society sector</li> <li>• Quality assurance and dealing with complaints</li> <li>• Experience of being a committee chair</li> </ul>

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<p><b>KNOWLEDGE</b></p>	<ul style="list-style-type: none"> <li>● General knowledge of a non-religious approach to pastoral support</li> <li>● Awareness of the role of chaplaincy / pastoral support in institutions</li> </ul>	<ul style="list-style-type: none"> <li>● Awareness of cultural diversity issues</li> <li>● Knowledge of NHS / Prison service structures</li> <li>● Knowledge of different chaplaincy bodies related to NHS, prisons etc.</li> <li>● Knowledge of the Equalities Act 2010</li> </ul>
<p><b>SKILLS</b></p>	<ul style="list-style-type: none"> <li>● Excellent interpersonal skills</li> <li>● High level analytical ability</li> <li>● Strategic vision</li> <li>● Ability to work as part of a team</li> <li>● Willingness to speak your mind</li> <li>● Good independent judgement</li> <li>● Problem solving and decision making skills</li> <li>● Good Literacy and Numeracy</li> </ul>	<ul style="list-style-type: none"> <li>● Ability to handle complaints</li> <li>● Writing policy documents</li> <li>● Project management</li> <li>● Analysing reports</li> <li>● Community development</li> </ul>
<p><b>PERSONAL ATTRIBUTES (All essential)</b></p>	<ul style="list-style-type: none"> <li>● Real interest in and commitment to pastoral support as a means of improving the wellbeing of people in institutions</li> <li>● A non-religious belief system</li> <li>● Willingness to work with a diverse range of people</li> <li>● Understanding and respect for the need for confidentiality</li> </ul>	

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	<ul style="list-style-type: none"><li>• High level of integrity</li><li>• Be constructive to the opinions of others</li><li>• Be supportive of the values of NRPSN</li><li>• Be able to arrive at collective decisions and stand by them</li><li>• Willingness to work under the code of conduct of the NRPSN</li></ul>	
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### Equal opportunities policy

Humanists UK is committed to equality and, within the constraints of its small size and limited financial resources, aims to achieve best practice as an equal opportunity employer. Humanists UK also aims to achieve best practice in its work with volunteers and in relation to its activities generally.

Humanists UK is an organisation with an ethos based on Humanism and therefore qualifies under equality legislation as an organisation with 'an ethos based on religion or belief'. Certain posts where there is a genuine occupational requirement (GOR) may be reserved for individuals with humanist beliefs or sympathy with humanist beliefs. However, Humanists UK aims to restrict such requirements to the minimum and undertakes to review all positions where a GOR may apply in order to establish whether there is a genuine and determining requirement.

Humanists UK's equal opportunity policy is that in all aspects of employment, from vacancy advertising, selection, recruitment, training and development, and promotion, to conditions of service and reasons for termination of employment, no individual will be discriminated against on the basis of their gender, transgender status, sexual orientation, race, colour, ethnic origin, nationality, disability, marital status, caring or parental responsibilities, age, or religion or belief (unless there is a genuine occupational requirement), or any other grounds that are irrelevant to their ability to meet the requirements of a post.



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Humanists UK is committed to providing a working and social environment in which the rights and dignity of each individual are respected, and which is free from discrimination, prejudice, intimidation, and all forms of harassment including bullying.

### **Recruitment and promotion**

#### **i. Vacancy advertising**

- Within financial constraints, steps will be taken to ensure that knowledge of vacancies reaches underrepresented groups.
- Where a GOR applies, this will be stated in advertisements.

#### **ii. Selection and recruitment**

- Selection criteria (job description and person specification) for any post will be reviewed to ensure that they are justifiable on non-discriminatory grounds as being essential for the effective performance of the job.
- All appointments will be strictly on merit.
- More than one person will be involved in the selection interview and recruitment process, and the most senior person will be responsible for ensuring the process complies with this policy and good practice.
- Where possible, both women and men will be involved in the shortlisting and selection processes.
- Shortlisting and selection processes will be based solely on the job description and person specification, with candidates scored against these criteria.
- Where possible, efforts will be made to identify and remove unnecessary/unjustifiable barriers and provide appropriate facilities and conditions of service to meet any special needs.