

## **Spiritual Care Chaplain**

### **MAIN PURPOSE AND SCOPE OF THE JOB:**

The Spiritual Care Chaplain is responsible for the development and delivery of pastoral, religious and spiritual services primarily at one of the hospice sites, as part of Pilgrims spiritual care team and the wider hospice psychosocial team. You will be required to undertake patient facing activities across the in-patient unit, therapy centre and in the local community, and will be required to contribute to the development of Pilgrims holistic psychosocial and wellbeing services.

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### **POSITION IN ORGANISATION**

**Reports to:** Lead Spiritual Care Chaplain

**Responsible for:** Spiritual Care volunteers

### **DUTIES AND KEY RESPONSIBILITIES**

#### **A Pastoral, Religious and Spiritual Care**

- To act as a lead for the practice of pastoral, religious and spiritual care
- To facilitate appropriate pastoral, religious and spiritual care to patients living with life limiting conditions and at the end of their life, in the in-patient unit, therapy centre and in the community and to carers and families both pre and post bereavement.
- To facilitate appropriate pastoral, religious and spiritual care to hospice staff and volunteers.
- To undertake holistic person centred assessment of individual pastoral, religious and spiritual needs, and support the exploration of issues of spirituality where required.
- To provide advice and support to patients and families around funeral planning and arrangements, including conducting funeral services if requested and as appropriate.
- To facilitate appropriate sacramental ministration at patient bedside if requested.
- To recognize diversity and promote inclusivity and equity across services for people of all religions or with no religious belief.
- To support the provision of spiritual care out of hour needs, establishing appropriate connections within the community to ensure the diverse needs of patients and families are met.
- To keep clear and accurate patient records in accordance with Pilgrims clinical record keeping guidance.
- To regularly attend spiritual care chaplaincy team meetings and support the work of the team across all hospice sites as required.

## **B Multi-Disciplinary**

- To regularly attend multidisciplinary meetings and contribute to multidisciplinary team discussions to ensure the individual pastoral, religious and spiritual needs of patients and families are identified and addressed as part of holistic care planning.
- To contribute to the development and delivery of hospice bereavement services, working collaboratively with counselling and social work colleagues.
- To contribute to the development and provision of holistic psychosocial and wellbeing services.
- To lead on the development and delivery of memorial and remembrance services and work collaboratively with fundraising and marketing teams where required.
- To contribute to the development and delivery of spiritual care awareness and bereavement training for staff and volunteers.
- To support new staff inductions.

## **C Other**

- To assist in the recruitment of spiritual care volunteers and to provide appropriate support and supervision to spiritual care volunteers.
- To provide support and supervision to students on placement in the hospice as required.
- To actively engage with faith leaders and other appropriate groups in the local community for the benefit of patients and families.
- Take responsibility for maintaining appropriate CPD, staying abreast of contemporary themes and evidence based practice in pastoral, religious and spiritual care in palliative and health care generally, to inform ongoing service development.

## **GENERAL RESPONSIBILITIES**

### **Corporate Governance –**

The post holder must, at all times, act honestly and openly and comply with relevant corporate governance requirements, employment legislation and standards of business conduct.

Post holders are expected to be familiar with and comply with all policies and procedures published by Pilgrims Hospices in East Kent.

### **Health and Safety –**

Under the Health & Safety at Work Act (1974), it is the responsibility of the post holder at every level to take care of his/her own health and safety and that of others who may be affected by his/her acts at work.

Ensure that all data is processed in a fair and lawful way for the specific identified purpose, in line with the General Data Protection Regulations (GDPR), national data protection legislation and Pilgrims Hospices' Data Protection Policy. Data must not be disclosed in any manner which is incompatible with the purpose and to any unauthorised persons or organisations.

*This Job Description is not exhaustive. This job description is a reflection of the current position and the post holder is expected to view it as a guide rather than an exact description of all duties and responsibilities. It may be subject to variation from time to time. The post holder will be required to undertake any other duties that may be required by the Line Manager, commensurate with the level of the post.*

**Date Written:** April 2016  
**Updated** December 2025

## PILGRIMS HOSPICES – PERSON SPECIFICATION

### Spiritual Care Lead

This person specification sets out the essential, minimum qualities we are seeking for this post. Please ensure that your application demonstrates how you meet the criteria. You may include voluntary, unpaid and paid work.

	CRITERIA	Criteria Tested At		
		Application	Interview	Essential?
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Experience in palliative and hospice care</li> <li>Experience of health care chaplaincy or similar</li> <li>Experience of working with bereaved people</li> </ul>	✓ ✓ ✓	✓ ✓ ✓	✓
<b>SKILLS/ ABILITIES</b>	<ul style="list-style-type: none"> <li>Excellent interpersonal and communication skills</li> <li>Ability to relate to people of all faiths or none without any urge to proselytise or persuade</li> <li>Demonstrable ability to work effectively as part of a multiprofessional team.</li> </ul>	✓ ✓ ✓	✓ ✓ ✓	✓ ✓ ✓
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>An understanding of hospice and palliative care philosophy</li> <li>An understanding of the appropriate use of counselling/listening skills in pastoral work</li> </ul>		✓ ✓	✓ ✓
<b>QUALIFICATION/ TRAINING</b>	<ul style="list-style-type: none"> <li>Relevant professional training/qualification in healthcare chaplaincy or similar</li> <li>Appropriate authorisation if a representative of one of the major faith traditions.</li> </ul>	✓ ✓		✓
<b>OTHER REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>A broad-based spirituality; deeply rooted but open to all faiths and traditions</li> <li>Able to manage the emotional demands of the post, using support and supervision appropriately</li> <li>Flexible and positive in managing volunteers with varying knowledge, experience and views</li> <li>Car driver/ability to travel across sites</li> </ul>	✓ ✓ ✓ ✓	✓ ✓	✓ ✓ ✓ ✓

Date Written:

04.2016

Updated 09.2021 / 12.2022/ 12.2025