**Chaplain**

**Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | **Chaplain**(Grade Code 6404) |
| **Campaign Reference** | NFMHSCHAP1 |
| **Closing Date** | Monday 15th September 2025 at 12:00 noon  |
| **Proposed Interview Date (s)** | Proposed interview dates will be indicated at a later stage. Please note you may be called forward for interview at short notice. |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | National Forensics Mental Health Service, Portrane, Co DublinThere is currently one permanent whole-time vacancy available in the National Forensic Mental Health Service.A panel may be created for the NFMHS from which current and future, permanent and specified purpose vacancies of full or part time duration may be filled. |
| **Informal Enquiries** | Jerry Selvaseelan, General Managerjerry.selvaseelan1@hse.ie **Tel**: 01 215 7400 |
| **Details of Service** | National Forensic Mental Health Service (NFMHS) The NFMHS is based in the Central Mental Hospital (CMH). The CMH is the only specialist HSE Mental Health Service provider that provides Forensic Mental Health assessment and treatment in Ireland. It is the only approved and designated centre in the state that provides psychiatric care in conditions of maximum and medium security. The CMH operates as a therapeutic rather than penal institution and is part of the HSE. The CMH has transitioned to a new purpose built campus facility in Portrane, in North Co. Dublin and includes the development of additional Forensic Mental Health ServicesThe campus is designed to provide care and treatment within high and medium secure services and includes a number of shared facilities. The new facility consists of 9 in-patient units, a medical and therapy centre and an administrative complex. Adjacent but external to the main hospital is a newly constructed 10-bed forensic CAMHS unit and a 30-bed Intensive Care Rehabilitation Unit (ICRU).<https://www.hse.ie/eng/national-forensic-mental-health-service-portrane/about-the-national-forensic-mental-health-service/about-us/>  |
| **Reporting Relationship** | The post holder will report to the General Manager or other designated person. |
| **Key Working Relationships** | The role of the Chaplain will typically engage with patients, their families and staff within the hospital and relevant community services. |
| **Purpose of the Post**  | To role of the chaplain is to:  * Provide pastoral, emotional, and spiritual care and support within the service.
* Provide routine ward visitation.
* To deal with the emotional stress of patients.
* Deliver bereavement support to parents and families.
* Facilitate individual and corporate prayer and worship.
* Arrange requests for and collaborate with visiting faith representatives.
* To be self-aware and practice self-reflection in order to care for self and staff colleagues.
* To offer hope and healing in a complex and constantly changing culture and healthcare system.
* To have insight and be able to use one’s initiative and work alone.
* Capacity to be a flexible, responsible, competent, and committed.
* Use a range of communication techniques as required when communicating with patients, carers, other healthcare professionals, especially in times of crisis and emergencies.
* Demonstrate an ability to communicate effectively (verbal and written) with people at all levels, both internally and externally.
* Develop and maintain good working relationships with all members of the MDT.
* Provide staff support.
* Collaborate with all relevant stakeholders in relation to the effective and efficient provision of chaplaincy services.
* Participate on hospital committees, working groups, and department meetings, as required.
* Demonstrate leadership appropriate to the role.
* Identify and champion initiatives to improve the quality of the chaplaincy service provided.
* Facilitate staff education through presentations and lectures.
* Mentor new staff, as appropriate to the role.
* Committed to on-going education and professional development.
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| **Principal Duties and Responsibilities** | The following are the principal duties and responsibilities of the Healthcare Chaplain: **Visiting** * Chaplain will be available to visit patients on Units and relevant community services.
* The patient must be informed of their right to see a chaplain appropriate to the patient's denomination as they request it.
* The patient will decide on continuing contact with Chaplain.
* Patients who specifically request no Pastoral Care visit will have their wishes honoured.

**Spiritual / Religious** * The Chaplain will recognise and value other people's belief systems in a developing multi-cultural society through co-ordination with representatives or ministers of all faiths and none.
* As appropriate to faith and culture, the Pastoral Care team will provide opportunities and resources for individual and corporate prayer and worship in so far as is possible.

**Professional Developments** * The Chaplain will be committed to continued professional development through in-service training, and also training provided by the Pastoral Care organisations and associations to which he or she is affiliated.
* The Chaplain shall follow the professional codes of conduct of the Health Service Executive and the Hospital.
* The chaplain will attend and participate in relevant mandatory training including health and safety, data protection, etc.

**Managerial** * The Chaplain will accept managerial accountability and will report to the designated manager.
* The Chaplain shall receive all internal communication directly.
* The Chaplain shall, if required, provide a report on departmental issues and initiatives.

**Confidentiality** * The chaplain will adhere to the HSE Confidentiality Policy. Confidential patient information obtained by the chaplain will not be divulged to unauthorised persons.

 **Theological and Ethical Issues of Healthcare** * The Chaplain will keep informed about current ethical issues of healthcare and shall be prepared to address ethical issues with those in authority within the Health Service Executive / Hospital.

**Personnel Policies** * The Chaplain will acquaint himself or herself with the existing policies of the hospital and or Health Service Executive and, if required, assist with the formulation of new policies pertaining to chaplaincy and spiritual wellbeing.
* Have a working knowledge of the Mental Health Commission Regulations Standards as they apply to the role for example, Standards for Healthcare, and National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc.and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role.
* To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.
* Have a working knowledge of the Mental Health Commission Regulations, Standards for Healthcare, and National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role.
* Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.

**The above Job Specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to them from time to time and to contribute to the development of the post while in office.**  |
| **Eligibility Criteria****Qualifications and/ or experience** | **Candidates must have at the latest date of application: -** **1. Professional Qualifications, Experience, etc.** (a) Eligible applicants will be those who on the closing date for the competition: (i) Possess a Quality and Qualifications Ireland Level 8 (or higher) degree in Theology from a recognised institute. **Or**(ii) Possess an equivalent qualification. **And**(iii) Have undertaken three units of Clinical Pastoral Education in an approved centre. **And**(b) Candidates must possess the requisite knowledge and ability, including a high standard of suitability), for the proper discharge of the office. **Health**A candidate for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service. **Character**Each candidate for and any person holding the office must be of good character. |
| **Post Specific Requirements** | N/A |
| **Other requirements specific to the post** | * The post holder may be expected to work a variety of shift patterns i.e. evenings, weekends and public holidays.
* Have access to appropriate transport to fulfil the requirements of the role as the post will require frequent travel.
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| **Skills, competencies and/or knowledge** | **Knowledge & Professional Knowledge*** Articulate a pastoral theology which is contemporary and functional and be informed of current ethics/trends.
* Significant experience in engaging with healthcare organisations.
* Demonstrate emotional maturity to provide compassionate ministry.
* Demonstrate the ability to function effectively under stress and cope with crisis.
* Demonstrate integrity.
* Demonstrate resilience and composure.
* Maintain confidentiality which is central to the care that the chaplain provides to the service user.
* Demonstrate the ability to participate in the development and implementation of policies and guidelines in relation to chaplaincy and spirituality.

 **Commitment to Quality Service:*** Demonstrate evidence of incorporating the needs of service users, family members/carers and supporters into service delivery.
* Demonstrate evidence of practicing and promoting a strong focus on delivering high quality customer service for internal and external customers.
* Demonstrate evidence of commitment to personal and career development.

**Planning & Organising*** Demonstrate the ability to plan and organise day to day work.
* Demonstrate the ability to be flexible in their approach to their work.
* Demonstrate the ability to forward plan for service developments.
* The ability to proactively identify areas for improvement and to develop practical solutions for their implementation.

**Leadership & Teamwork*** Demonstrate capacity for management responsibility and demonstration of initiative, including decision making. Improve efficiency within working environment ability to evolve and adapt to a rapidly changing environment.
* Effective leader and a positive driver for change; transform the vision into a framework and structures for moving forward.
* Set high standards for the team and put their work and the work of the organisation into meaningful context.
* Balance change with continuity – strive to improve service delivery, to create a work environment that encourages creative thinking and to maintain focus, intensity and persistence even under increasingly complex and demanding conditions.
* Work in association with the wider healthcare team.
* Maintain confidentiality in the care of patients, family members, relatives and staff members.
* Design and implement appropriate services for our client group as the need arises.

 **Communication & Interpersonal*** Excellent communication, interpersonal and networking skills including group facilitation and presentation skills.
* Ability to interact in a professional manner with other staff and all stakeholders.
* Demonstrate good communication with all other Healthcare Professionals as well with as patients and families of service users.
* Be empathetic and have well developed listening and sensing skills.
* Actively liaises with individuals and groups internally and externally.
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| **Campaign Specific Selection Process****Ranking/Shortlisting / Interview** | A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or shortlisting are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore it is very important that you think about your experience in light of those requirements. Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process. Those successful at the ranking stage of this process (where applied) will be placed on an order of merit and will be called to interview in ‘bands’ depending on the service needs of the organisation.The HSE is an equal opportunities employer. |
| **Code of Practice** | The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA).The CPSA is responsible for establishing the principles that should be followed when making an appointment. These are set out in the CPSA Code of Practice. The Code outlines the standards that should be adhered to at each stage of the selection process and sets out the review and appeal mechanisms open to candidates should they be unhappy with a selection process.The CPSA Code of Practice can be accessed via <https://www.cpsa.ie/>. |
| The reform programme outlined for the Health Services may impact on this role and as structures change the Job Specification may be reviewed.This Job Specification is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned. |

**Chaplain**

**Terms and Conditions of Employment**

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| **Tenure**  | The current vacancy available is permanent and whole-time.The post is pensionable. A panel may be created from which permanent and specified purpose vacancies of full or part time duration may be filled. The tenure of these posts will be indicated at “expression of interest” stage. Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013. |
| **Remuneration**  | The Salary scale for the post (as of 01/08/2025) is: €57,325 €58,691 €60,359 €63,491 €65,363 **€67,695 €70,034 LSIs**New appointees to any grade start at the minimum point of the scale. Incremental credit will be applied for recognised relevant service in Ireland and abroad (Department of Health Circular 2/2011). Incremental credit is normally granted on appointment, in respect of previous experience in the Civil Service, Local Authorities, Health Service and other Public Service Bodies and Statutory Agencies. |
| **Working Week** | The standard working week applying to the post is to be confirmed at Job Offer stage.HSE Circular 003-2009 “Matching Working Patterns to Service Needs (Extended Working Day / Week Arrangements); Framework for Implementation of Clause 30.4 of Towards 2016” applies. Under the terms of this circular, all new entrants and staff appointed to promotional posts from Dec 16th, 2008 will be required to work agreed roster / on call arrangements as advised by their line manager. Contracted hours of work are liable to change between the hours of 8am-8pm over seven days to meet the requirements for extended day services in accordance with the terms of the Framework Agreement (Implementation of Clause 30.4 of Towards 2016). |
| **Annual Leave** | The annual leave associated with the post will be confirmed at Contracting stage. |
| **Superannuation** | This is a pensionable position with the HSE. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment. Members of pre-existing pension schemes who transferred to the HSE on the 01st January 2005 pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the HSE Scheme which are no less favourable to those which they were entitled to at 31st December 2004. |
| **Age** | The Public Service Superannuation (Age of Retirement) Act, 2018\* set 70 years as the compulsory retirement age for public servants.***\* Public Servants not affected by this legislation:***Public servants joining the public service or re-joining the public service with a 26-week break in service, between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age.Public servants, joining the public service or re-joining the public service after a 26-week break, after 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70. |
| **Probation** | Every appointment of a person who is not already a permanent officer of the Health Service Executive or of a Local Authority shall be subject to a probationary period of 12 months as stipulated in the Department of Health Circular No.10/71. |
| **Infection Control** | Have a working knowledge of Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role. |
| **Health & Safety** | It is the responsibility of line managers to ensure that the management of safety, health and welfare is successfully integrated into all activities undertaken within their area of responsibility, so far as is reasonably practicable. Line managers are named and roles and responsibilities detailed in the relevant Site-Specific Safety Statement (SSSS). Key responsibilities include:* Developing a SSSS for the department/service[[1]](#footnote-2), as applicable, based on the identification of hazards and the assessment of risks, and reviewing/updating same on a regular basis (at least annually) and in the event of any significant change in the work activity or place of work.
* Ensuring that Occupational Safety and Health (OSH) is integrated into day-to-day business, providing Systems Of Work (SOW) that are planned, organised, performed, maintained, and revised as appropriate, and ensuring that all safety related records are maintained and available for inspection.
* Consulting and communicating with staff and safety representatives on OSH matters.
* Ensuring a training needs assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee.
* Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures[[2]](#footnote-3).
* Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate.
* Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example.

**Note**: Detailed roles and responsibilities of Line Managers are outlined in local SSSS.  |

1. A template SSSS and guidelines are available on the National Health and Safety Function, here: <https://www.hse.ie/eng/staff/safetywellbeing/about%20us/>

2 See link on health and safety web-pages to latest Incident Management Policy [↑](#footnote-ref-2)
2. [↑](#footnote-ref-3)