



Community Chaplaincy Association

SUMMARY

National Secretary of the Community Chaplaincy Association

A strategic as well as practical role representing and enabling Community Chaplaincy projects nationwide as they support prisoners through the gate and in the community to desist from crime and make a fresh start. There is a genuine occupational requirement for the post-holder to have a personal faith and commitment to the aims and purposes of the organisation.

The National Secretary will report directly to the CCA Board and demonstrate leadership and strategic skills working with our member organisations. The post holder will play a key role in bringing members together to build on past successes and find new ways to grow and innovate, addressing challenges in the sector and identifying new opportunities.

Salary: Starting at £39,200 plus 6% contribution to pension. The salary is based on NJC Pay Scale Spinal Column Point (SCP) 44. There is scope for movement based on experience.

Terms: Full time, permanent.

Location: Accessible to London and major transport links – working from home a possibility

Closing Date: Noon on 13th October 2017

Short listed candidates will be informed by Email before: 1800 on 17th October 2017

Interviews in London of short listed candidates: on 30th October 2017

Application Process: Please download Information and Application Form using the links below. Applications should be completed electronically and emailed before the closing date. You may also email to us questions important to you when considering whether to apply.

If you have questions important to applying please email them to:

Chair@communitychaplaincy.org.uk Please give a phone number and times you can be contacted in case your questions are better answered through a phone call.

Information and Application Forms

- In this document:
 - information on the role of National Secretary
 - application guidelines
 - CCA Policy on Recruitment of Ex-offenders
- Application available as a MS Word document from: www.communitychaplaincy.org.uk/news
- Confidential criminal disclosure form to be emailed to shortlisted candidates

COMMUNITY CHAPLAINCY ASSOCIATION

JOB DESCRIPTION

| | |
|-------------------|--|
| JOB TITLE | National Secretary |
| HOURS | 37.5 hours per week - flexible, occasional evenings and weekends |
| SALARY | Starting at £39,200 for plus 6% contribution to pension. The salary is based on NJC Pay Scale Spinal Column Point (SCP) 44. There is scope for movement based on experience. |
| HOLIDAYS | 26 days plus Bank and Public holidays |
| LOCATION | Location flexible – but should be accessible to London and major transport links – working from home a possibility. |
| RESPONSIBLE TO | Community Chaplaincy Association Board |
| REPORTING TO | A designated Board Member (currently Matthew Devlin, Chair) |
| RESPONSIBLE FOR | National Secretarial work including project management of those working on CCA projects (including CCA Trustees). |
| LIAISON WITH | Community Chaplaincy Association members and key stakeholders. |
| FAITH REQUIREMENT | There is a genuine occupational requirement for the post-holder to have a personal faith and commitment to the aims and purposes of the organisation. |

The Community Chaplaincy Association exists to offer support and advice to autonomous Community Chaplaincies established both in prisons and in communities – we have 26 fully operational members as well as 5 in the process of starting-up and 9 associate members. We seek to promote the benefits of Community Chaplaincy to a wider audience, increasingly bringing it to the attention of policy makers and professionals in the field of criminal justice as well as to the media and the general public.

1. PURPOSE OF THE JOB

Provide practical and strategic support to develop the Community Chaplaincy network

- Represent and promote Community Chaplaincy projects
- Facilitate, support and develop a network of sustainable Community Chaplaincy projects
- Promote and safeguard the faith basis and person-centred ethos of Community Chaplaincy
- Enhance quality standards and evidence the value of Community Chaplaincy to the wider sector.

2. RESPONSIBILITIES OF THE JOB

The National Secretary will be responsible for the following but may delegate portions of the work to others in the network and beyond.

- 1 Build up the Network, facilitating continuous improvement and increasing national coverage in terms of both prisons and communities, including
 - engagement and support of potential and new members
 - ensuring CCA meets the needs of more experienced members and gains their participation
 - enabling sharing of best practice and peer review for quality assurance

- cross-referral systems for beneficiaries moving beyond their imprisonment area.
- 2 Promote Community Chaplaincy operationally and strategically at a national level, to ensure a good understanding and support for the work both within the existing community chaplaincy network and with key stakeholders
 - identify key stakeholders and maintain a communication plan
 - promote Community Chaplaincy on a national scale
 - develop and maintain the website
 - 3 Enable objective evaluation of Community Chaplaincy impact to enable funding and to underpin continuous improvement, including
 - collection, analysis and dissemination of project data, both quantitative and qualitative
 - support and develop the CCA impact measurement system managing the part time Impact Project Officer
 - commission independent research and promote findings.
 - 4 Support the long term sustainability of Community Chaplaincy and work with members to develop innovative ways of addressing the pressures in the sector by
 - developing opportunities and national partnerships enhancing the impact of Community Chaplaincy
 - keeping charitable trusts and other funders well informed
 - providing projects with guidance on strategies for income generation
 - 5 Build the capability of the national association to achieve all of the above
 - manage the operational budget and lead ongoing fundraising
 - service the CCA Board including assisting in recruitment of new members
 - engage with members across the network to achieve goals collaboratively

3. PERSON SPECIFICATION

| | |
|-------------------|--|
| EXPERIENCE | <p><u>Essential</u></p> <p>Experience working with people in different organisations (or groups) to develop consensus</p> <p>Experience of developing strategy and facilitating its implementation</p> <p>Experience working with professionals supporting people with complex needs, possibly as a fellow professional but either way as someone respected for their contribution</p> <p>Experience as a team player working with others from different disciplines</p> <p><u>Desirable</u></p> <p>Experience working in a stand-alone role without direct staff or colleagues</p> <p>Experience facilitating groups of 8-16 to generate enthusiasm and consensus</p> <p>Experience in community/social/care work, or criminal justice/law related studies</p> <p>Experience of partnership working.</p> <p>Experience working with diversity issues, especially in faith and ethnic matters.</p> <p>Experience of fundraising.</p> |
|-------------------|--|

| | |
|-------------------------------|---|
| KNOWLEDGE & SKILLS | <p><u>Essential</u></p> <p>High listening and influencing skills</p> <p>Delegation and project management skills</p> <p>Ability to develop strategic alternatives and refine them through consultation</p> <p>Personal flexibility and ability to reprioritize own work plans to meet new imperatives; highlighting changes to the work plan and gaining approval</p> <p>Good interpersonal skills and ability to communicate verbally and in writing to a wide range of audiences and individuals.</p> <p>Awareness and understanding of faith communities and sensitivity to different practices/principles</p> <p>Sufficient skills with ICT to work stand-alone for research, data collection & analysis and report production & dissemination</p> <p><u>Desirable</u></p> <p>Strategic overview of criminal justice sector and role of mentoring and resettlement support in enabling desistance from crime</p> <p>Ability to manage budgets and handle finances</p> |
| PERSONAL QUALITIES | <p><u>Essential</u></p> <p>Leadership – Ability to generate respect of, and influence independent organisations and individuals to give direction and gain commitment to common strategy</p> <p>A personal faith, recognized by their faith community and commitment to the aims and purposes of Community Chaplaincy</p> <p>Willingness and ability to carry out everyday administrative tasks combined with ability to act strategically</p> <p>Ability to maintain an open mind, to be objective, to recognise personal prejudices (their own and others) and handle conflicts of interest</p> <p>Willingness to surface their needs to their manager and constructively engage with regular supervision for guidance and instruction</p> |
| QUALIFICATIONS | <p><u>Desirable</u></p> <p>Full driving licence.</p> <p>Professional qualification relating to either social/care work; criminal justice/law</p> |
| CIRCUMSTANCES | <p><u>Essential</u></p> <p>Willing to work some evenings and weekends by arrangement.</p> |

Business Plan for 2017-2020

Introduction

The Community Chaplaincy Association (CCA) is a small national body created to support its community chaplaincy members in their work to reduce crime.

Our vision

Supportive communities are made available for all who seek to move away from crime and reach their full potential.

Our mission

Bring our members and other organisations together to widen and deepen desistance support across the country.

Goals

We will achieve our mission by working towards the following 5 goals and tracking our progress against their measurable outcomes:

1. Develop partnerships to increase reach
2. Promote a culture of learning and continuous improvement
3. Raise national profile and reputation of Community Chaplaincy
4. Develop key quality standards for network
5. Evaluate and develop CCA's effectiveness as a network organiser

Our strategy to achieving these goals is outlined in the following pages of this document.



Community Chaplaincy Association

1. Develop partnerships to increase reach

a) Develop the Community Chaplaincy Network

Over the last 3 years we have grown to a point where we have 22 fully operational member projects and 7 projects in the process of being set-up. We are particularly pleased to have broadened our multi-faith basis –demonstrated by an increasing level of engagement by Muslim members. Collectively, members now support approx. 2,000 people per year leaving prison – up from 1,400 in 2013. We know demand still outstrips supply and delivery across the country is patchy. We also recognise that quality and depth of mentoring is variable and that there is work needed on a national level to support further development.

i. Start Up Projects - Facilitate and equip communities to establish new schemes in areas of the country that are currently under-provided for. This will include linking people together; advice; sharing of resources; and other bespoke support to assist development of new projects.
- 2 per year to register new initiatives with at least 50% being supported to achieve sustained full membership - evidenced in membership directory

ii. Attract existing projects who are not already members - Promote CCA membership to organisations that fit the delivery model but are not currently members, thus increasing the innovation and momentum of the network.
- At least 1 per year and at least 5 by 2020 – evidenced in membership directory

iii. Support growth and reach of services – which may well mean through longer relationships with the same number of clients. CCA will support this by connecting with beneficial resources; building strategic partnerships that add value to members; and wider awareness raising and campaigning to build support.
- Growth measured in annual statistical returns and reports from impact measurement database, tracking not only total number of people supported but also the intensity and length of mentoring relationships.

b) Build partnerships with other organisations

The CCA plays a key role in forming national partnerships to influence change and also to open doors to new opportunities for member projects on a local level. Existing partners include: NOMS Prison Chaplaincy, Step Together Volunteering, Muslim Chaplains Association, Church of England Mission and Public Affairs dept., Prisons Week, Reflex, Prison Hope, and the Welcome Directory

We will work collaboratively with a growing range of partners to increase our effectiveness and reach over the next 3 years.

i. Existing partnerships to be sustained with new opportunities for collaboration within them explored

ii. Establish strategic partnerships where clear added value can be achieved with at least 1 new organisation per year but at least 5 by 2020.

2. Promote a culture of learning and continuous improvement

a) Enable effective monitoring of client outcomes

Our Impact measurement system is now being used by 7 projects. To meet its full potential it will require continued support and some ongoing development. We are not expecting all our members to use this particular database but will be seeking some core standards in measuring the benefits gained by clients.

We will take the following steps:

- i. Support current users so that they get useful impact reports
- ii. Add new users – target of total of 15 projects using system by end 2018
- iii. Evaluate system and introduce priority enhancements
- iv. Work with other projects who have alternative databases with a view to continuous improvement of all approaches.

b) Improve collection and dissemination of good practice across network

Our Peer Groups have helped members to build strong working relationships and share with each other however we are now ready to enhance learning outcomes from these sessions. Findings from our independent research project on how Community Chaplaincy enables desistance will be published at the end of 2017 and will provide valuable learning points for the network. Furthermore, as our work on impact measurement progresses we will have more sophisticated data available to help us understand effective approaches to delivering support across the membership.

We plan to move the network towards a more structured approach to learning from each other and will do this by:

- i. Purposeful peer group meetings show-casing successful work
 - ii. Broader collation and circulation of case studies through range of channels
 - iii. Dissemination of learning points from Desistance research through delivery of workshops and production of new training resources – by June 2018
 - iv. Dissemination of learning points from impact measurement project through delivery of workshops and production of new training resources – by Jan 2019
 - iv. Developing more online learning including webinars and thematic discussion forums – by end 2018
- Measured by evaluation surveys, reach of publications, and feedback on new resources and online learning facility.

c) Broaden reach of learning within member organisations

The majority of work so far has been in supporting project managers within member organisations. However, where we have piloted learning events for the wider stakeholders in an organisation (including other staff, volunteers, service users and trustees) we have seen a deepening of learning and more opportunities to embed new approaches.

We will take the following steps to broaden our reach:

- i. Expand readership of weekly newsletter by 50% by end of 2018
- ii. Launch regular 'trustee digests' and circulate to Boards of all member organisations – by end 2017
- iii. Make Community Chaplaincy events more accessible to a range of stakeholders as demonstrated by number or people attending events and tracking their different roles within the charity

iv. Delivering more interventions to whole organisations - target of delivering 4 bespoke development away days per year for member organisations, bringing together their trustees, staff, volunteers and service users – progress on this reported back to Board every 6 months.

d) Enable members to stay informed and facilitate reflection

Our weekly newsletter shares network news and keeps members informed of wider developments in the sector. However, we want to make this more interactive and also create space for reflection.

We will enable members to stay informed and facilitate reflection through the following mechanisms:

- i. Continued distribution of weekly newsletter sharing good practice and sector updates
- ii. Guest speakers at quarterly events to gain further external perspective.
- iii. Increased use of social media and development of CCA website members' area
- iv. Creating regular space for reflection – building this into peer support meetings and annual visioning day.

- This will be measured by results of annual members' survey and through event feedback forms.

e) Harness new ideas from across the network

Whilst we do share examples of innovative practice across the network, we recognise there is more we could do to help encourage experimenting with new approaches and also to enable wider uptake of those ideas that prove successful.

i. We will sponsor pockets of innovation and then enable wider uptake of what works. Areas for innovation will remain fluid but will include investigating what 'good' looks like in the following contexts:

- a). Involving volunteers, employers and wider community.
- b). Learning from those with lived experience
- c). Exploring possible roles of faith and spirituality in bringing about change
- d). Specialist, joined up and holistic services for women.
- e). Community Hubs
- f). Housing
- g). Therapeutic activities
- h). Alternative funding approaches

- At least 3 innovative new projects per year will be supported and learning from these disseminated to all members – review progress on this every 6 months at Board meetings.

3. Raise national profile and reputation of network

We have made significant headway with this which has included serving on the Reducing Reoffending Third Sector Advisory Group to the MOJ, as well as through partnership work with faith groups in initiative such as the Welcome Directory, Prisons Week and Prison Hope 2017.

We recognise raising the network's profile and reputation is important in assisting members' fundraising and volunteer recruitment and therefore the sustainability of their services. We will take the following steps in this area:

- i. Increased contribution to the wider sector by delivery of presentations at national events (target 3-5 per year) and increased engagement in working groups and advisory panels (target – involvement in 3 new interagency groups by 2020)
- ii. Production and distribution of new literature articulating Community Chaplaincy's approach and evidencing its effectiveness – implemented by end 2017 and updated annually.
- iii. Developing our on line presence through increased use of our website, social media and blogs – achieve 50% increase in online footprint by end 2018 and 25% annually thereafter.

- iv. Partner with national faith groups and organisations to deliver awareness raising campaigns and to increase the pool of volunteers available to member organisations by 25% as measured in annual statistics.
- v. Facilitating joint funding bids to develop new services – pursue at least one such opportunity per year.

4. Enhance quality standards for Community Chaplaincy

Over the past three years a lot of time has been spent developing a shared sense of identity as a network and building up our library of shared resources. Now that we have proved our value as a network organisation, we feel it is time to be asking more of our members in terms of meeting key quality expectations so as to develop clear national standards.

We will take the following steps towards this goal:

- i. Introduce requirement for members to be externally accredited - with the Mentoring and Befriending Foundation or an equivalent body.
- ii. Develop a Community Chaplaincy added value accreditation framework for more specific quality standards. These will be consulted on with the membership, but may include these areas:
 - a) Faith and spirituality – person centred support to enable desistance, avoiding proselytising
 - b) Impact measurement – clear evidence of change and attribution
 - c) Client relationships – willingness to provide longer term support
 - d) volunteers – supportive of our goals
- iii. Review against standards and take appropriate actions

Quality reviews will be completed throughout an 18 month cycle. We will test out a system of peer auditing as part of this process.

5. Evaluate CCA's practice and cost effectiveness as a network organiser and develop the organisation's delivery

Much of the feedback we have gathered so far is around reviewing particular projects or initiatives. We now feel it is time for a more strategic approach to reviewing our effectiveness as a network organiser so that we can identify areas for further development.

a) Gather insightful information on the CCA's performance

- i. This will be achieved by regular consultations with members, through our annual survey and feedback from events. We will also gather annual feedback from external partners to evidence broader impact. Feedback will be shared at Board meetings on an annual basis.
- ii. We will also report on progress against goals at quarterly Board meetings and trustees will identify any additional action necessary – as evidenced by Board meeting minutes.

b) Independent review of the CCA

- i. This external evaluation will provide us with recommendations around our effectiveness in facilitating a network of independent charities and will highlight ways in which we may continue to develop our services.
 - by end 2018

c) Demonstrate reflective approach to exercising leadership of a membership organisation

- i. Provide annual membership meetings where open and honest conversations about relative strengths and weaknesses of the Association are discussed and actions agreed to enhance future delivery.
- ii. Provide an annual Board Away Day where time for reflection is enabled.
 - Identify at least 3 significant changes / new developments to delivery model of the CCA following feedback from members by 2019.



Community Chaplaincy Association

Guidelines For Applicants

The following notes are designed to assist you in making an application, to tell you the reason for asking certain questions, and to tell you what will be required from you if your application is successful.

NOTES ON COMPLETING APPLICATION FORM A

PERSONAL DETAILS

DRIVING LICENCE

This is desirable rather than essential.

DISABILITY

We ask this question to enable us to consider any adjustments that we can make either to the recruitment process itself, or in the volunteering, in order to assist you.

RELIGIOUS BELIEFS

This Community Chaplaincy is a faith-based organisation. The organisation welcomes those of all faiths and those of none.

In order to fulfil the faith Aims and Purposes of the organisation, it is essential that **certain** posts are filled by people who have a personal faith. If the advertisement/details, for the position for which you are applying, states that you are required to have a personal faith and commitment to the faith Aims and Purposes, then the information which you supply in the religious beliefs section will be taken into account in the selection process.

If this is not the case, whilst you will be required to support the faith Aims and Purposes of the organisation in your work, any information which you provide in this section will not affect your application.

NOTES ON THE EQUAL OPPORTUNITY & DIVERSITY MONITORING FORM

This organisation is committed to equal opportunity and diversity. To help us monitor our policy, we would be grateful if you would complete the details on this monitoring form at the end of the application form. The information you give on this form does **not** form part of the selection procedure.

DATA PROTECTION

Personal data obtained from volunteers during recruitment process will be held securely by the organisation. Information provided will be used solely for the purposes of selection for the post advertised, unless express permission for additional use is sought from the applicant (eg, if the applicant might be considered for other vacancies). Other than for the successful applicant, no personal data provided in the course of the application other than that stored and processed as part of the Community Chaplaincy's monitoring of equal opportunities will be retained beyond six months from the date from which applicants are informed of the outcome of their application.

ADDITIONAL INFORMATION DECLARATION OF CRIMINAL BACKGROUND INFORMATION

The Rehabilitation of Offenders Act 1974 sets out to help people who have been convicted of a criminal offence and have not been convicted again in a specified period. This period is known as a rehabilitation period. Once a rehabilitation period has expired and no further offending has taken place, a conviction is considered to be 'spent'. Once a conviction is spent, the convicted person does not have to reveal it or admit its existence in most circumstances.

The Rehabilitation of Offenders Act 1974 [Exceptions Order] gives some **exemptions** from the Act, whereby details of 'spent' convictions have to be declared. One of these exemptions is working with children, young people* and/or vulnerable adults. When recruiting people to work in such positions of trust an employer is entitled to ask for details of all convictions, spent and 'unspent'.

For your information the CCA Policy on the Recruitment of Ex-Offenders is included in this pack.

If you are invited to interview you will be required to complete and bring with you a '**Declaration of Criminal Background Information**' form which will be sent to you with interview details.

As the post for which you are applying might allow contact with children, young people* and/or vulnerable adults, you will be required to give all details of any criminal record including 'spent' and 'unspent' convictions. Additional Guidelines for Positions which involve Working with Children, Young People* and/or Vulnerable Adults are included on the next page.

The information provided will only be seen by the interview panel if we are considering offering you a position. Declaration of a conviction will not necessarily mean disqualification from appointment. Criminal records will be taken into account only when they are relevant to the post for which you are applying.

IF YOU ARE INTERESTED IN APPLYING

PLEASE EMAIL a completed application form to Chair@communitychaplaincy.org.uk by Noon on 13th October 2017

If you have questions important to applying please email them to Chair@communitychaplaincy.org.uk Please give a phone number and times you can be contacted in case your questions are better answered through a phone call.

We will inform you by email before 1800 on 17th October 2017 if you have been shortlisted for interview.

IF YOU ARE SHORTLISTED YOU WILL BE INVITED FOR INTERVIEW on:

- **In London on 30th October 2017**

You should bring

1. Signed copy of the application form which you will have already submitted.
2. A completed *Declaration of Criminal Background Information Form*.

IF YOU ARE MADE AN OFFER OF A POSITION

and accept it you will be required to:

- give consent to references being taken up
- apply for an DBS check - *Enhanced with list checks*

More information is provided about this check in the next section.

*young people are those under 18 years of age

Additional Guidelines for Applications for positions that involve working with children, young people* and/or vulnerable adults

The post for which you are applying may bring you into direct contact with children, young people* and/or vulnerable adults.

During our recruitment procedure we take steps to assess an individual's suitability for such a position of trust. It is important that you understand the nature of the checks that we will make and when we will make them.

The Rehabilitation of Offenders Act 1974 sets out to help people who have been convicted of a criminal offence and have not been convicted again in a specified period. This period is known as a rehabilitation period. Once a rehabilitation period has expired and no further offending has taken place, a conviction is considered to be 'spent'. Once a conviction is spent, the convicted person does not normally have to reveal it or admit its existence in most circumstances.

The Rehabilitation of Offenders Act 1974 [Exceptions Order] gives some **exemptions** from the Act, whereby details of 'spent' convictions have to be declared. One of these exemptions is working with children, young people* and/or vulnerable adults. When recruiting people to work in such positions of trust an employer is entitled to ask for details of all convictions, spent and 'unspent'.

If we ask you to come for an interview please bring the following with you:

- **a completed Declaration of Criminal Background Form**

This form will be sent to you if you are invited to interview. It asks for details of spent and unspent convictions, cautions, reprimands and final warnings. You should complete the form and place it in an envelope marked 'Private and Confidential', addressed to the Interview Panel. Your name should be clearly stated on the front.

The information relating to criminal convictions will only be seen by the interview panel **after the interview if we are considering offering you a position. If you wish to discuss the information that you have given, please mention this at the interview.**

Having made its selection, the panel may wish to discuss any information given with you. Having a conviction will not necessarily bar you from consideration for the post. Criminal records will be taken into account only when they are relevant to the position for which you are applying. Our policy on the recruitment of ex-offenders provides more details.

If you are made a conditional offer you must apply for a Disclosure and Barring Service (DBS) check – specifically *Enhanced with list checks*. We will tell you how to go about this and agree with you the best way of providing to us the proofs of identity called for – the documents required are shown on

- www.gov.uk/disclosure-barring-service-check/documents-the-applicant-must-provide-

The Disclosure service offers organisations a means to check the background of staff and volunteers to ensure that they do not have a history that would make them unsuitable for the post.

Disclosure information is provided by the Disclosure and Barring Service, an executive agency of the Home Office. *Enhanced with list checks* statements provide details of a person's criminal record including convictions, cautions, reprimands and warnings; they also contain details from lists held by Government departments of those considered unsuitable for this type of work.

Organisations using the Disclosure system must comply with a *Code of Practice*, a copy of which can be obtained through:

- <http://www.homeoffice.gov.uk/publications/agencies-public-bodies/dbs/dbs-checking-service-guidance/cop>

If you require further information about Disclosure and Barring please see

- www.gov.uk/disclosure-barring-service-check

*young people are those under 18 years of age



15.1b

Policy on the Recruitment of Ex-Offenders

Date of Issue: 12 March 2016

This replaces any previous issues of a Policy on the Recruitment of Ex-Offenders

Background

The Recruitment of Offenders Act (ROA) 1974 was introduced to ensure that ex-offenders who have not re-offended for a period of time since the date of their conviction are not discriminated against when applying for jobs.

The Act allows that ex-offenders are no longer legally required to disclose to organisations convictions that have become 'spent'.

In order to protect certain vulnerable groups within society, all of the posts within **Community Chaplaincy Association** are exempted from the Act as they are positions of trust.

Due to the very specific nature of the work of **Community Chaplaincy Association**, the project is legally entitled to ask applicants for details of all convictions, whether spent or unspent.

1. Responsibilities

Corporate Responsibility

Community Chaplaincy Association is committed to ensuring prevention of discrimination and other unfair treatment against and of its staff, potential staff or clients, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical disability or offending background that does not create a risk to children and vulnerable adults.

Community Chaplaincy Association will ensure that any criminal record information given by an individual will be kept confidential according to the requirements of the Data Protection Act, Data Protection policy and, where appropriate, Criminal Record Bureau (CRB) Code of Practice.

2. Recruitment

All recruitment for **Community Chaplaincy Association** staff and volunteers will follow **Community Chaplaincy Association's** set policies and procedures according to the **Community Chaplaincy Association** recruitment Code of Practice as outlined below.

Having a criminal record will not necessarily bar individuals from working with **Community Chaplaincy Association**. This will depend on the nature of the position and the circumstances and background of the offence(s).

3. Code of Practice

- **Community Chaplaincy Association's** written Equal Opportunities and Recruitment of Ex-Offenders Policies are made available to all applicants upon request at the start of the recruitment process.
- Applicants with criminal records should be treated according to their merits in conjunction with any special criteria for the post (i.e. caring for children and vulnerable adults, which debars some in this category).
- **Community Chaplaincy Association** will ensure that all those within the organisation who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. **Community Chaplaincy Association** also ensures that staff will have received appropriate guidance and training in the relevant legislation relating to the recruiting of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
- All positions within **Community Chaplaincy Association** require a CRB disclosure. All application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of an individual being conditionally offered the position.
- **Community Chaplaincy Association** will encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process and before disclosure is undertaken. **Community Chaplaincy Association** will request that this information is volunteered by the applicant. It will be treated as strictly confidential and only seen by those who need to see it as part of the recruitment process.
- At interview, or in separate discussion, **Community Chaplaincy Association** will ensure than an open and measured discussion takes place on the subject of any offences or other matter revealed by the applicant / or through disclosure, that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of a conditional offer of employment.
- If an applicant reveals a serious criminal record, the recruiter within **Community Chaplaincy Association** will consult the appropriate senior member of staff / management. A decision to reject the applicant because of, or partly because of, a criminal record should relate to an aspect of person specification which is seen to be unmet. If possible, **Community Chaplaincy Association** will advise the applicant why their application has been unsuccessful.
- Community Chaplaincy Association will make every applicant aware of the requirement for a disclosure and the existence of the CRB Code of Practice and make a copy available on request.

| | |
|---|-----------------------|
| Signed on behalf of the Board of Trustees: | |
| Name of Trustee: | Matthew Devlin |
| Date of approval by the Board of Trustees: | 12 March 2016 |