

JOB DESCRIPTION

Job Title	Development Officer		
Reports to	Chair of LCHC	Location	Home based
District	Lincolnshire	Salary	£14,000 (14 hours p/w)

Job Purpose and Objectives

To ensure that the role of chaplaincy in GP surgeries and its place within the NHS and charitable sector is recognised, promoted, funded and developed in order to sustain and grow the service.

Responsible to:	The employee will be employed by the Lincolnshire Methodist District and will be line managed by the Chair of LCHC.
Responsible for:	N/A
Key Relationships	GP Practice Managers, Community Connectors, Social Prescribers, PCN leaders, Church leaders, Chaplaincy Manager, NHS

Main Responsibilities

- To create and develop contacts with GP surgeries and Primary Care Networks with a view to placing chaplains in more GP surgeries
- To work with existing GP practices to review, promote and embed the service
- To seek opportunities to attend and contribute at networking forums, events or committees in the NHS or charitable sector to promote and integrate the service
- To seek and accept invitations to speak at local or countywide church events to promote the service to the Christian community
- To ensure the chaplaincy has a responsive presence on social media
- To research opportunities for chaplaincy in new settings or contexts, assessing the need and identifying gaps in provision
- Attend chaplains' training and development meetings as appropriate
- To work with colleagues to develop a framework for quality assurance
- Attend meetings of the LCHC executive and management group and provide reports as required
- Report any concerns to the Chair of the Executive as required
- Work with other members of the LCHC team to fulfil the above duties
- Any other duties as reasonably required and in accordance with the role

All roles within the District carry with them the responsibility to take the safeguarding of children and adults seriously whether or not they have direct contact with them and any concerns that arise within the role should be reported as per the Lincolnshire District Safeguarding Policy 2025.

Terms and Conditions

- Terms of appointment: Fixed term for one year (continuation dependent on funding)
- The salary/rate of pay will be: £14,000 for 14 hours per week
- Normal working pattern: to be agreed
- All reasonable expenses will be reimbursed
- Note you will be expected to travel for this job
- There is a contributory pension scheme to which eligible lay employees will be auto-enrolled.
- 25 days annual leave entitlement per year including statutory holidays (pro-rata for part-time employees).
- Appointment will be subject to satisfactory references.
- Appointment will be subject to the satisfactory completion of up to three-month probationary period.

Management

The development officer will have a line manager whose responsibilities will be to:

- Hold regular line management meetings
- Become familiar with the work of the development officer through regular conversations and meetings
- Determine priorities for the work.
- Ensure good communications between all involved in LCHC
- Monitor and evaluate progress with the development officer on a regular basis
- Act as a “sounding board” to the development officer

PERSON SPECIFICATION

Job Title: Development Officer

	Essential	Desirable	Method of Assessment
Education & Training			
Training in areas appropriate to the role - for example project management, development and communication		✓	Q
Proven Ability			
Experience of speaking to groups and individuals	✓		A/I/P
Experience of networking	✓		A/I
Experience of marketing or promotion including digital media		✓	A/I
Experience of working within or developing competencies and standards frameworks		✓	A/I
A “finisher” who is able to turn contacts made into “contracts”	✓		A/I
Special Knowledge & Skills			
Excellent communication skills with groups, individuals and the written word	✓		A/I/P
A good working knowledge of the NHS; especially primary care in the context of the wider NHS		✓	A/I
An understanding of chaplaincy		✓	I/P
Any Other Requirements			
Sympathetic to the Christian ethos of the chaplaincy and willingness to promote this when appropriate	✓		A/I
Willingness to travel to different areas of the county	✓		A/I
Able to work under own initiative	✓		A/I
Flexibility in working pattern	✓		A/I

Method of Assessment: A – Application Form, I – Interview, P – Presentation, Q – proof of qualification (certificates or transcripts)

(We reserve the right to assess any other aspects of the role in a format not previously described)