

## **Job Description and Person Specification**

### **Coordinator of Chaplaincy Services**

#### **Permanent Vacancy**

**Reference: HR25E073**

**Closing Date for Applications: Thursday, 03<sup>rd</sup> July 2025**

**Interview Date: Monday, 28<sup>th</sup> July 2025**

HR Business Services,  
St Vincent's University Hospital,  
Elm Park,  
Dublin 4.

Contact: +353 (1) 221 6062 or [recruitment@svuh.ie](mailto:recruitment@svuh.ie)

## **Section 1: Accountability and Working Relationships**

Job title:	Coordinator of Chaplaincy Services
Grade:	Grade VII
Professionally accountable to:	Assistant Director of Nursing or delegate
Key reporting relationships:	Assistant Director of Nursing or delegate
Working Hours:	39 hours per week working as required while maintaining a flexible schedule

## **Section 2: Job Summary**

### **Purpose of the post**

The Coordinator of Chaplaincy Services will be a working Hospital Chaplain and in addition the post holder has responsibility to lead co-ordinate and supervise the work of the Chaplaincy service, allocating staff and volunteers according to patient needs.

As a member of the multidisciplinary team, the post holder will be responsible for collaborating with the team/MDT to provide the highest standards of Chaplaincy services to patients and their families from referral to discharge or bereavement.

As the Chaplaincy Department operates a 24-hour service, full participation as scheduled on rosters will be a requirement of this role.

### **Principal Duties and Key Responsibilities**

- To identify and implement operational processes to the standards of best practice in order to optimise use of resources and to ensure compliance with statutory requirements.
- To implement, monitor and evaluate quality standards and procedures for the chaplaincy department
- To promote effective and efficient delivery of chaplaincy services to patients, families and hospital staff.
- To identify opportunities for improvement and initiate steps to accomplish same
- To develop good working relationships within the Chaplaincy Service and with other personnel within the hospital in order to develop the Chaplaincy needs of the service
- To operate a system for referrals
- To plan and chair chaplaincy team meetings on a weekly basis or as required
- To maintain and furnish as required such records and statistics appropriate to the department
- To promote, encourage and co-ordinate the education of all staff in relation to the identified chaplaincy needs of the hospital
- To represent the chaplaincy department at appropriate forums within the hospital system
- To participate in multidisciplinary team meetings as required

- To ensure that the chaplains working with the chaplaincy department operate within the framework of the ethics which govern the work of the chaplaincy services
- To ensure that all health, safety and equality standards are maintained and adhered to.
- To ensure that all hospital human resource policies are adhered to
- To carry out any other duties appropriate to the post as may be assigned from time to time
- Have supervisory responsibility for the Chaplaincy Care service in SVUH, providing leadership in line with best practice to provide and further develop patient- and family-centred services.
- To implement, monitor and evaluate quality standards and procedures for the Chaplaincy Department
- Lead on the integration and standardisation of Chaplaincy Care services across SVUH.
- The post holder will keep informed about current ethical issues of healthcare and shall be prepared to address ethical issues with those in authority within the Hospital as required.
- Liaise with the Assistant Director of Nursing or delegate to ensure effective communication in relation to strategic and operational issues regarding staff development and service planning.
- To promote effective and efficient delivery of Chaplaincy services to patients, families and hospital staff.
- Create and maintain a positive working environment among staff members, which contributes to maintaining and enhancing effective working relationships.
- The Chaplain lead will accept supervisory accountability and will be directly responsible to the Assistant Director of Nursing, as well as to the appropriate Ecclesiastical Authority.
- To co-ordinate and develop appropriate liturgy programmes with the hospital on an annual basis or as needs require.
- Ensure that the Chaplaincy Care service maintains compliance with GDPR and information governance.
- Manage change effectively in relation to integration of service provision. Establish and maintain links with other services within SVUH, as well as with other Chaplaincy Care services nationally, in order to promote collaboration in professional development and service delivery.
- Organise events as required.
- Represent the Chaplaincy Care service on appropriate internal and external committees and groups as required.
- To carry out any other duties appropriate to the post as may be assigned from time to time.

## **Visiting**

- Patients on all wards, especially acute wards and clinical departments will be visited by the members of the Chaplaincy Team appropriate to the patient's denomination as soon as possible after admission.
- The patient will control continuing contact.
- Patients who specifically request no Chaplaincy visit will have their wishes honoured.

## **Chaplaincy care**

- The Chaplain will provide 24-hour cover to respond to the Chaplaincy need of patients, relatives and staff within the resources available. Full participation along with other members Chaplaincy team will be a requirement of this role.
- All referrals will receive attention. The Chaplaincy service will be offered irrespective of gender, race, creed or colour.

## **Spiritual/Religious**

- The Chaplain will recognise and value other people's belief systems in a developing multi-cultural society through coordination with representatives or minister of all faiths.
- As appropriate to faith and culture, the Chaplain will provide opportunities and resources for individual and corporate prayer and worship.
- The Coordinator of Chaplaincy Services will provide 24-hour access to Sacramental ministry.
- In relation to the Mortuary Service, the Chaplaincy team will conduct prayers where appropriate and bring the Hospital service to a dignified conclusion.
- The Chaplaincy team will ensure that spiritual boxes on ward bases are stocked and audited. They will liaise with ward managers & staff in relation to this.

The Coordinator of Chaplaincy Services will work closely with the End of Life Coordinator in development of service improvement, pathways, and training updates required.

## **Professional Developments**

- The Coordinator of Chaplaincy Services will be committed to continued professional development through in-service training as provided by the Chaplaincy organisations and associations to which members of the department are affiliated.
- The Coordinator of Chaplaincy Services shall follow the professional codes of conduct of St. Vincent's University Hospital and the Chaplaincy Department.
- The Coordinator of Chaplaincy Services will ensure all mandatory training is kept up to date, including yearly Continuous Professional Development (CPD) reviews

## **Managerial**

- Have supervisory responsibility for the Chaplaincy Care service in SVUH, providing leadership in line with best practice to provide and further develop patient- and family-centred services.
- The Coordinator of Chaplaincy Services will liaise and link with all staff in providing an appropriate service to the patient.
- The Coordinator of Chaplaincy Services shall adopt a proactive approach to communication both within the Department and the Hospital.
- The Coordinator of Chaplaincy Services shall, if required, provide a report on departmental issues and initiatives.
- The Coordinator of Chaplaincy Services will participate in the reorganisation of the Chaplaincy Department and initiatives aimed at enhanced Service Delivery.
- The Coordinator of Chaplaincy Services will review & develop policies according to the service's needs. The Chaplaincy coordinator will be responsible for rosters and updating same.

## **Training, Education and Development**

The Coordinator of Chaplaincy Services will:

- Have an input into staff training modules where appropriate as requested
- Recruit on a voluntary basis people to assist him/her in their duties and to provide training for them in Chaplaincy ministry as may be approved by the Hospital and in accordance with such procedures as may be set down by the Hospital from time to time.

## **Theological and Ethical Issues of Healthcare**

- The Coordinator of Chaplaincy Services will keep informed about current ethical issues of healthcare and shall be prepared to address ethical issues with those in authority within the Hospital.

## Miscellaneous

- All religious groups and individuals offering a Chaplaincy service, other than those accredited by the Hospital shall firstly be approved by the post holder and shall be co-ordinated by the appropriate Chaplain.

**The above Job Description 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 him/her from time to time and to contribute to the development of the post while in office. This document must be regarded as an outline of the major areas of accountability at the present time, which will be reviewed and assessed on an on-going basis.**

## Section 5: Person Specification:

Factors	Essential	Desirable
<b>Qualifications</b>	<p>Possess a Quality and Qualifications Ireland Level 8 (or higher) degree in Theology from a recognised institute</p> <p><b>AND</b></p> <p>Three units of Clinical Pastoral Education in an approved training centre.</p> <p><b>OR</b></p> <p>Equivalent qualifications as determined by the Healthcare Chaplaincy Board.</p> <p><b>AND</b></p> <p>Experience in a hospital setting</p>	<p>Be certified as a Healthcare Chaplain by the Healthcare Chaplaincy Board.</p> <p>Computer Literacy</p> <p>Experience in palliative care/oncology</p> <p>Postgraduate qualification in leadership or healthcare management</p>
<b>Experience (length and type)</b>	<p>Candidates must possess the requisite knowledge and ability, including a high standard of suitability), for the proper discharge of the office.</p> <p>Relevant experience in dealing with the dying process and providing bereavement support.</p>	<p>Minimum of 5 year Chaplaincy experience in acute care, trauma or crisis intervention, and providing bereavement support</p>
<b>Health</b>	Candidates 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.	
<b>Character</b>	Candidates for and any person holding the office must be of good character	

**Informal Enquiries or Role Specific Enquiries:** Ms Sandra Shea, Assistant Director of Nursing, Email: [sshea@svhg.ie](mailto:sshea@svhg.ie)

### **Particulars of Office**

**The appointment is:** Whole time, Permanent and Pensionable

A panel may be formed for any future vacancies arising in the next six months.

**Annual Salary:**

**0582 Grade VII, HSE Salary Scale, 01/03/2025, per annum pro rata**

Point 1	Point 2	Point 3	Point 4	Point 5	Point 6	Point 7	Point 8	Point 9	Point 10	Point 11	
59,419	60,870	62,566	64,268	65,976	67,501	69,054	70,566	72,067	74,650	77,243	LSIs

These particulars are subject to change in line with overall public pay policy.

**Candidates should expect to be appointed on the minimum of the salary range and in accordance with the Department of Finance guidelines.**

**Probationary Period:** The appointee shall hold office for a probationary period of twelve months – The Hospital's Probation and Induction policy will apply.

**Pension Scheme:** The candidate will be entered into one of the Hospital Superannuation Schemes.

**Working Hours:** The person appointed will work a basic 39 hour week. You will be required to work the agreed roster / on call arrangements advised to you by your line manager. Flexibility on hours of attendance in response to service needs will be a requirement.

**Annual leave entitlement:** 31 working days per annum pro rata. Annual leave accrued must be taken within the duration of the contract or calendar year and as agreed between the candidate and the Head of Department.

## Additional Information

### Confidentiality:

During the course of employment staff may have access to, or hear information concerning the medical or personal affairs of patients, students, staff and / or other health service business. Such records and information are strictly confidential and unless acting on the instruction of an authorised officer, such information must not be divulged or discussed except in the performance of normal duty. In addition records must never be left in such a manner that unauthorised persons can obtain access to them and must be kept in safe custody when no longer required.

### Hygiene:

During the course of employment staff members are required to ensure that the hospital's hygiene and infection control policies are adhered to at all times. All employees have responsibility to prevent transmission of infection by adhering to and implementing optimal hand hygiene and adhering to the Hospital's Hygiene processes. Hygiene is a fundamental component of St Vincent's University Hospital's quality system to ensure the safety and well-being of its patients and staff and plays a role in the prevention and control of healthcare associated infection.

### Policies / Legislation:

All Hospital policies and procedures form an integral part an employment contract and may be subject to update and revision, from time to time, in consultation with union representatives as appropriate. Employees are required to comply with all hospital policies, procedures (e.g. Dignity at Work, Trust in Care, Computer Usage Policy) and the Hospital's ethical codes of practice.

Employees are required to abide by the hospital's code of behaviour and the code of practice as defined by their relevant professional body.

### Protected Disclosure Policy:

See link below for more information on our Protected Disclosure Policy as per the Protected Disclosure (Amendment) Act 2022;

[Protected Disclosures - St. Vincent's University Hospital \(stvincents.ie\)](https://www.stvincents.ie/protected-disclosures)

### Please note the following:

- The Hospital Board is not responsible for loss or theft of personal belongings
- Fire orders must be observed and staff must attend the fire lectures periodically
- All accidents within the department must be reported immediately.
- In line with the Safety, Health and Welfare at Work Act (2005), smoking within the Hospital Building is not permitted.
- All staff are advised to avail of Hepatitis B Vaccination with Occupational health
- The use of personal mobile phones is prohibited.
- St. Vincent's University Hospital buildings and grounds are **smoke-free**.

**Application Process:** St. Vincent's University Hospital is an equal opportunities employer and is committed to promoting an environment free from discrimination in accordance with the Employment Equality Acts 1998 and 2004. The Hospital values diversity and recognises the benefits of having a workforce that reflects the community we serve. We are committed to equality of access to positions within the Hospital. All recruitment activity and documentation will encourage applications from all potential candidates without discrimination.

Interested candidates should apply for vacancies of interest by visiting the Hospital Careers pages: <https://www.stvincents.ie/careers/>

- Note the closing date(s) for the submission of electronic applications are specified on the list of vacancies. St. Vincent's University Hospital are not able to accept late applications.
- It is the applicant's responsibility to ensure that they apply well in advance of the closing date.
- Any applications which are still in progress but have not been submitted after the closing date will not be registered.
- Applications for St. Vincent's University Hospital job vacancies will only be accepted through our Career website.
- St. Vincent's University Hospital may only take into account technical issues raised by an applicant if advised to our Human Resources Department prior to the advertised closing date.

**Non-European Economic Area Applicants:** While St. Vincent's University Hospital is an equal opportunities employer, in line with current Department of Jobs, Enterprise and Innovation Employment Permit requirements, applications from non-European Economic Area (EEA) will only be considered in the event that an EEA citizen cannot be found to fill the vacancy. Please note that if you are a NON-EEA applicant and are unable to supply documents (listed on [www.djei.ie](http://www.djei.ie)), you are not entitled to participate in this recruitment competition. This is in accordance with the EU Community Preference Rule. Further information is available at [www.djei.ie](http://www.djei.ie).

**Former Public Service employees:** Eligibility to compete may be affected where applicants were formerly employed by the Irish Public Service and previously availed of an Irish Public Service Scheme including:

- Incentivised Scheme for Early Retirement (ISER)
- Department of Health and Children Circular (7/2010)
- Collective Agreement: Redundancy Payments to Public Servants

Applicants should ensure that they are not precluded from re-engagement in the Irish Public Service under the terms of such Schemes. This is a non-exhaustive list and any queries should be directed to an applicant's former Irish Public Service Employer in the first instance.

**Persons in receipt of a pension from specified Superannuation Schemes:** Former Health Service and Public Sector Employees must adhere to the relevant prohibition of re-employment provisions where they have previously availed of a Public Service Voluntary Early Retirement or Ill Health Retirement Pension from any of the following Pension schemes:

- Local Government Superannuation Scheme (LGSS)
- Health Service Executive Employee Superannuation Scheme
- Voluntary Hospitals Superannuation Scheme (VHSS Officers/Non Officers)
- Nominated Health Agencies Superannuation Scheme (NHASS)
- Other Public Service Superannuation Scheme

Among the Voluntary Early Retirement Schemes referred to above are the following:

- Incentivised Scheme of Early Retirement (ISER)
- Voluntary Early Retirement Scheme 2010 (VER)

Prospective candidates must satisfy themselves as to their eligibility to be employed applying / competing for posts to be filled through this recruitment campaign.

**Abatement of Pension (Section 52 of Public Service Pensions Act 2012):** Where a person who is in receipt of a Public Service Pension (e.g. retired on voluntary age grounds) is subsequently appointed to



another Public Service post, the Abatement of Pension Regulations apply. This means that in a situation where the total of a person's pension combined with their salary from their new post, exceeds the uprated (current) salary of the position from which they retired, his/her pension is reduced by any such excess amount. This provision applies irrespective of whether the relevant pension was accrued in the same Pension Scheme which applies to the new appointment, or in another Public Service Pension Scheme.

**Shortlisting:** Shortlisting will be carried out on the basis of information supplied on your curriculum vitae. The criteria for shortlisting are based on the requirements of the post as outlined in the Person Specification. Failure to include information regarding these requirements on your CV may result in you not being called forward to the next state of the recruitment process.

All overseas qualifications must be validated. No candidate can work in the Hospital without validated qualifications. If professional registration is also a requirement, candidates must provide documentation of same.

Canvassing will automatically disqualify.

Please note that you will be contacted mainly by mobile phone and email. It is important that your mobile phone number, postal address and email address are correct. It is your responsibility to ensure that you have access to your mobile voice mails and emails. We recommend that you use an email address that you have regular access to.

Competency based interviews follow the shortlisting stage of the recruitment process. Credit is awarded by the interview panel to candidates who demonstrate at interview that they possess the experience, competencies and skills listed in the person specification. Candidates will normally be given at least one week's notice of interview. All interviews are held in person unless it is specifically noted otherwise in the Job Description. No subsequent or alternative dates to dates given will be offered to candidates. All posts are located in St. Vincent's University Hospital, Elm Park, Dublin 4 unless it is specifically noted otherwise in the Job Description.

**Disability:** Please let us know if you need any special assistance at interview, e.g. if you have difficulty in moving up or down stairs or have hearing or speech difficulties.

Candidates are notified of the result of their interview at the earliest possible date after the interview. The recommendation of the interview panel does not constitute a job offer. The process continues after the interview and includes clearance checks such as references, Garda clearance, overseas police clearance (if applicable)\*, occupational health clearance, validation of qualifications and experience. A job offer is made pending satisfactory clearances. SVUH reserves the right to remove candidates from specific recruitment panels and retract job offers if satisfactory clearances cannot be obtained or are deemed unsatisfactory.

*\* If you lived in any country for 6 months or more from the date of your 16<sup>th</sup> birthday other than the Republic of Ireland or Northern Ireland you will be required to provide security clearance for each jurisdiction in which you have resided. Your security clearance must be dated AFTER you left that country and cover the entire period of your residence. Seeking security clearances from other countries are the responsibility of the candidate. It is a process which can take an amount of time. Therefore we would strongly advise that you commence seeking international security clearances now.*

For some recruitment competitions a panel of successful candidates may be formed as a result of the interviews. Candidates who obtain a place on the panel may, (within the life of the panel), be considered

for subsequent approved vacancies. Candidates are placed on a panel in order of merit. A panel is typically live for 6 months.

It is normal procedure that candidates be placed on the first point of the relevant salary scale in accordance with the Department of Finance guidelines.

**Declaration:** Please read your application carefully and check for any errors or omissions. False declaration or omission in support of your application will disqualify you from appointment.

<b>This document must be regarded as an outline of the major areas of accountability at the present time, which will be reviewed and assessed on an on-going basis.</b>
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**Date:** June 2025