



## JOB DESCRIPTION

**Job Title:** Chaplain – Port of Immingham  
**Location:** QVSR, Immingham Seafarers Centre  
**Salary:** £25,740  
**Reporting to:** CEO QVSR  
**Hours of work:** 30 hours per week  
The Port is a 24/7 – 7 days a week operation – the Chaplain should maximise the impact of their contracted hours always putting ‘Seafarers First’.

### Role Overview

- To ensure an effective service in line with the core purpose of providing physical, moral and spiritual support to seafarers and their families, of all different backgrounds and nationalities.
- To develop and implement a strategy to grow the volunteer base serving the port. This will involve reaching out to local churches and Christian community groups.
- To represent QVSR in and around the area, particularly with such bodies as the Port Authorities and Port Welfare Committee.
- To work closely with other members of the QVSR Team and support them in their operational responsibilities in running the QVSR Immingham Seafarers Centre. The Chaplain should see themselves as part of this Team and be fully involved with the life of the Seafarers Centre. The Chaplain should promote the work of the QVSR Seafarers Centre at every opportunity.

### Principle Duties and Responsibilities

#### Pastoral Care

- Make provision for the visitation of ships that call into the port – building friendship, offering support and responding to need as appropriate.
- Ensure a swift and effective response to any relevant emergency involving an individual seafarer or group of seafarers, where appropriate in close liaison with port authorities or other relevant bodies
- Ensure that seafarers who are in hospital or prison are visited and supported.
- Act as a catalyst for the resolution of seafarers’ justice and welfare issues through mediation, assisting in dispute resolution and liaising with appropriate bodies and agencies including port health authorities, seafarers’ unions, local hospitals, and port welfare committees.
- Support the provision of communications and transport facilities to seafarers as required.
- Liaise with other port welfare workers, both locally and UK wide to ensure ministry continuity, particularly in cases of ongoing pastoral care, and justice and welfare cases.
- Wherever possible to provide access to places of worship where this is requested by seafarers.
- Recruit, manage and motivate a team of volunteer ship visitors to support seafarers.

## **Church and Community**

- Provide spiritual support to seafarers as appropriate, including the provision of prayer and public worship, on board ship and in our seafarers' centre.
- Participate in the life of the local church.
- Work with ecumenical maritime teams as appropriate
- Represent QVSR as required in local chaplaincy/welfare matters as appropriate.
- Participate in the Port Welfare Committee
- Develop strong links with community groups and encourage their involvement in the life and work of QVSR.
- To develop and strengthen the work of QVSR via engagement with Churches in the area. Develop strong links with Christian community groups and Churches Together in Immingham and the surrounding areas to encourage their involvement in the life and work of QVSR.

## **Communication and Fundraising**

- Consult and co-operate with the CEO QVSR in all matters of concern and importance to the chaplaincy work on the Humber.
- Ensure e-mails are regularly monitored and respond as required.
- Maintain the necessary records of service delivery, including using the Port Reporting App, and produce regular reports, in line with requested guidelines, to be sent to QVSR Head office, regularly and on schedule, detailing all ministry activity and highlighting any developments within the port.
- In consultation with QVSR Head Office, build and develop good relationships with local media in order to raise the profile of QVSR locally.
- Explore and pursue local fundraising opportunities with a particular focus on companies, churches, and individuals on behalf of QVSR.
- Where appropriate, provide fundraising leads on potential donors to the QVSR Head Office and support their fundraising work.
- Build and sustain strong co-operative relationships with port authorities, maritime agencies, and other bodies as appropriate.
- Build and develop good working relationships with other maritime agencies working in the port.
- Support and work with other chaplains and members of the ministry team in the team's on-going activity.

## **Miscellaneous**

- Attend QVSR meetings and courses as instructed by the CEO QVSR.
- Ensure information is kept secure and used in accordance with QVSR policy on confidentiality and the Data Protection Act 1998
- Develop local projects in line with QVSR policy.
- Undertake other duties as may be requested by the CEO QVSR

## Person Specification

### *Knowledge and Skills:*

- This post is open to all candidates who profess a strong Christian faith.
- Proven leadership and strategic development skills.
- A committed ecumenist, able to work with all traditions of the church.
- An effective communicator with well-developed listening skills and the ability to demonstrate sound judgement and sensitivity.
- Excellent interpersonal skills and the ability to establish rapport and develop relationships quickly.
- Full, clean driving licence

### **Special working conditions:**

- Visiting ships is an essential part of this role. You will be required to climb gangways with as many as 80, 60-degree steps leading to the deck on board ships and then perhaps a further three floors to get to the bridge. It is a requirement of the role to undertake ship visits.

### **General Requirements:**

- An offer of employment is subject to a satisfactory references, enhanced DBS check
- All employees are required to be aware of their responsibilities towards Health and Safety and to adhere to the Health and Safety Policy
- This job description does not encompass the complete duties and should be treated as a guide to the duties that the post holder is expected to perform.
- As a term of employment, the post holder can be required to undertake such duties as are commensurate with his or her position.
- The job description may be amended to meet changing requirements at any time after discussion with the post holder

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.