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Uniting Church in Australia
SYNOD OF VICTORIA AND TASMANIA

Position Description

Chaplain- Royal Children's Hospital (RCH)

Reporting to:	Director, Chaplaincy and Connections (through Coordinator: Spiritual Care, RCH via a service agreement)
Unit:	equipping Leadership for Mission (eLM)
Location:	RCH Parkville
Tenure:	Full Time
Type:	Continuing (if ministry placement – 10 years with 5 year review)
Hours per week:	1.0 EFT
Cost centre:	C300
Date:	July 2026

Employee

Signature

Date

Adrian Pyle

Manager

Signature

Date

Uniting Church in Australia Synod of Victoria and Tasmania

The Uniting Church in Australia Synod of Victoria and Tasmania is the Council of the Uniting Church in Australia (UCA) responsible for the general oversight, direction and administration of the Church's worship, witness and service in the region allotted to it. It exercises pastoral, executive, administrative and disciplinary responsibilities in relation to the presbyteries within its bounds. In particular, it promotes and encourages the work of the Church, assisting congregations and presbyteries within its bounds in their faithful participation in the mission of God.

Chaplaincy and Connections Team

This role is in the Chaplaincy and Connections Team of eLM. This Team connects with Uniting Church Chaplains, other organisations and agencies for the purpose of resourcing the Church's broad missional engagement and partnerships with other aspects of society. The Team seeks to create connections and inter-conciliar opportunities to, for example, work together in mission, enhancing cooperation, and managing resources wisely.

The Relationship and Connections Team plays a key role in developing proposals and actions that progressively respond to the evolving needs for ministry in life-giving communities. This includes managing certain chaplaincy ministries occurring in various institutions, strategically developing the Church's whole chaplaincy ministry and acting as a key liaison point with a range of other engagements including Uniting Church entities such as Schools, Uniting, and Uniting AgeWell, to deepen partnership relationships.

Role purpose

Chaplains are integral members of the RCH multidisciplinary healthcare team providing and overseeing professional spiritual care for patients, their families and carers, and RCH staff.

Chaplains ensure professional care that is sensitive, responsive, and appropriate to the diversity of spiritual needs experienced by the people served. RCH Chaplains work collegially within the department, with members of the healthcare team, and with spiritual care providers in the wider community. Chaplains at RCH work in a diverse environment that is characterised as "inclusive", "multi-faith", and "non-faith".

Spiritual Care Services provides 24 hour a day service to the hospital with evening and weekend coverage achieved by chaplains participating in an on-call roster with reimbursement for participation suitable to the type of appointment being made (whether retained as a UCA minister in placement or via some other arrangement).

Chaplains:

- Provide spiritual care support in the ward(s) in which they are assigned.
- Participate in the department's roster of on-call assignments days, evenings, and weekends.
- Provide accountability of one's work to the department coordinator.
- Attend department meetings and share common tasks within the department e.g. leading ritual/worship, organising a memorial service, maintaining the chapel, etc.
- Mentor and support pastoral care students who perform supervised field work experience at RCH.
- Provide pastoral care, when requested, to members of one's own religious community.

- Meet for monthly supervision with the department coordinator to review performance, goals, and to discuss any issues
- Maintain monthly professional supervision with an accredited external supervisor.

Key selection criteria

Qualifications and experience

This position requires the following knowledge and experience:

- preference for participation in the life of the Uniting Church that would make the candidate able to be inducted or commissioned into this position as a Uniting Church ministry placement.
- tertiary qualification/s in theology, spiritual care or a related field, or an equivalent combination of study and professional experience.
- completion of at least two units of Clinical Pastoral Education (CPE)
- demonstrated experience in providing spiritual or pastoral care within a complex organisational environment (healthcare experience strongly preferred).
- Familiarity with contemporary spiritual care frameworks and standards including eligibility for Spiritual Care Australia Membership Level 2: Independent Practitioner or above.

Skills and abilities

The successful applicant will have the following skills and abilities:

1. **Sector expertise:** demonstrates an understanding of contemporary spiritual care practice, preferably within healthcare settings, including the ability to engage respectfully with people of diverse faith, cultural and non-faith backgrounds.
2. **Teamwork**: works collaboratively within multidisciplinary teams; contributes to a collegial and supportive working environment; shares information appropriately and respects differing perspectives.
3. **Service orientation**: provides timely and attentive spiritual care; responds appropriately to referrals; adapts approach to the needs of patients, families, carers and staff.
4. **Relationship development:** builds trust with patients, families and staff; recognises underlying needs; engages appropriately with external faith and community resources where required.
5. **Planning and organising:** manages time and workload across ward-based responsibilities, referrals and on-call duties; maintains appropriate documentation and follow-up.
6. **Reflective practice:** engages in supervision and reflective processes; integrates learning into practice; remains open to feedback and professional development.

Personal competencies/qualities:

The successful applicant will also have these personal competencies and qualities.

7. **Communication skills**: demonstrates excellent verbal and written communication skills; communicates with sensitivity and professionalism in emotionally complex environments; confidently conveys ideas and information in a clear and respectful way; demonstrates strong interpersonal skills and the ability to interact effectively with patients, families, staff and a diverse range of professional and community groups.

8. **Spiritual awareness**: demonstrates insight into the importance of faith, spirituality and meaning-making within healthcare settings; is able to articulate a thoughtful approach to spiritual care practice; interacts comfortably with people of all faiths and none; maintains a commitment to reflective practice, supervision and ongoing spiritual and professional development.
9. **Awareness of culture and diversity**: awareness of issues related to inclusion and fairness; understanding of diversity in culture (importance of Culturally and Linguistically Diverse – CALD – communities), ability, age, gender and sexuality (issues related to Lesbian Gay Bisexual Transgender Intersex – LGBTI – communities); capacity to embrace the values and benefits of diverse communities, including in faith-based gatherings and workplaces; demonstrates the ability to work respectfully within ecumenical, multi-faith and non-faith environments.

Other requirements

This role operates within a partnership between the Royal Children's Hospital and the Uniting Church in Australia. The chaplain is accountable to both the hospital's operational structures and the Church's ministry and placement frameworks.

The chaplain is required to work in accordance with relevant RCH policies, procedures and credentialing requirements, including requirements relating to privacy and confidentiality.

Applicants will be required to obtain a Working with Children's Check, and their employment will be subject to satisfactory completion of a National Criminal History Check.

Flexibility is required in terms of working hours, with work on weekends and/or in evenings – including occasional on-call support - necessary from time to time.

All staff are responsible for maintaining records and data related to their role responsibilities and work area in accordance with the relevant policies and procedures.

Applicants must be willing to work within the UCA's Workplace Values and Characteristics (see below) and they must support the Synod's strategic direction.

Key accountabilities and activities

Key accountabilities	Key activities
Support and deliver excellent spiritual care	Provide spiritual care to patients, families, carers and staff within allocated clinical areas. Initiate and sustain appropriate spiritual care relationships, including assessment, care planning and follow-up. Respond to referrals and contribute to continuity of care through appropriate documentation and communication with the healthcare team (including documenting in the RCH Electronic Medical Record [EPIC-EMR], including documentation of appropriate consent).
Work in partnership	Maintain appropriate relationships with broader Uniting Church and other faith communities, including responding to requests for tradition-specific care where appropriate. Contribute to the broader strategic directions of the Synod through the integration of chaplaincy practice within its life and work.
Participate in departmental life	Contribute to the work of Spiritual Care Services, including meetings, shared tasks and service development activities. Participate in the on-call roster, including evenings and weekends, as required. Assist in the preparation and leadership of worship, memorial services and other rituals as appropriate. Engage constructively with clinical staff and other members of the healthcare team. Contribute to discussions regarding patient care where appropriate, respecting professional boundaries and confidentiality. Provide support and informal mentoring to students undertaking supervised pastoral care placements (where applicable). Engage in regular supervision and reflective practice.
Communicate effectively	Confidently convey ideas and information in a clear and interesting way, understanding the target audience and objectives of any communication. Use feedback to refine communication and handle difficult and sensitive communications. Write briefs, emails and reports, using clear, concise and grammatically correct language. Edit written communications to ensure they contain the information necessary to achieve their purpose.

	Use multiple communication channels to tailor communication to relevant audiences.
Demonstrate teamwork	Openly share insights with others. Maintain effective and respectful relationships. Participate in team meetings and conversations with peers in a way that encourages collaboration, connection, and lighter and simpler systems. Remain open and flexible to new ideas and the sharing of resources, to ensure the wisest use of resources. Demonstrate enthusiasm for the strategic direction and the purpose and goals of the team and broader unit. Resolve any conflict that may arise through effective communication/feedback, reconciliation methods and if necessary, via mediation. Participate in team development activities and exercises to enhance own leadership and foster a culture of teamwork across synod ministries and operations. Refer any concerns to the Spiritual Care Coordinator.
Manage self	Prepare own work plan annually with agreed measurable outcomes in conjunction with the Spiritual Care Coordinator. Demonstrate a commitment to developing self, learning new skills and gaining new insights into own effectiveness. Actively participate in the annual Performance, Planning and Development Program (PPD).

Synod Vision

Following Christ, walking together as First and Second Peoples, seeking community, compassion and justice for all creation.

Synod Ministries and Operations Mission

To inspire, resource and enable presbyteries, congregations and agencies to live Synod's vision.

Values and Characteristics

Trust *– a dependable partner* - being a dependable partner that builds trust through: respectful, just and honest action; acting with integrity; ensuring the safety of all children and vulnerable people is paramount; aligning policy and practices; and fulfilling promises.

Collaboration *– a shared responsibility* - taking responsibility and collaborating through; knowledge sharing; inclusive decision making; and walking together as First and Second Peoples.

Growth – *an expansive culture* - embracing a culture of generosity and growth by: nurturing new ways of doing things; continuous improvement to practices, systems and processes; hearing all voices, contributions; welcoming diversity and consultative leadership.

Sustainability – *a healthy ecosystem* - maintaining a vibrant environment by: the intentional use of resources and ensuring we have the right skills, development, gifts and talents where we and our work flourish.