

UNLOCKING POTENTIAL TRANSFORMING LIVES



SELECTION INFORMATION & CAMPAIGN TIMELINE

Chaplain – Roman Catholic Deacon

We want to ensure you have access to all the information you need to feel prepared, confident and able to show us your best.

We've included details of the selection process and at which stage each criteria from the Person Specification will be assessed. We've also included key dates you'll want to keep in mind.

Selection Process

Our selection approach is based upon the principle of merit which means that we'll look to appointment the person who best meets the requirements of the role as outlined in the Person Specification.

In determining the most meritorious candidate, applicants will be assessed against the published criteria during the selection process, as detailed below. The most meritorious candidate will be the one who best meets the essential criteria for the role. Performance against any published desirable criteria will only be considered where two or more candidates have performed equally against the essential criteria and there is a need to use the desirable criteria to identify the preferred candidate.

The selection process for this role will consist of the following stages:

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| <ul style="list-style-type: none">• Application Review (Sift)• Presentation and Interview |
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Competencies for Success

Please view our [Competencies for Success Framework](#) for information on the core behavioural competencies which apply to all our roles. During recruitment, you'll be assessed on up to four Competencies for Success, as outlined in the below Selection Information.

Selection Information

Criteria	Essential or Desirable	Stage of Selection Process Assessed
Qualifications		
Ordained Roman Catholic Deacon and in good standing with the Roman Catholic Church. Please note: To be eligible for this position, you must be in good standing with your Church. As part of your application, you will be asked to upload a letter of confirmation of your good standing from your current Bishop. This letter must be on headed paper from your diocese and signed off by the Bishop. Where you are applying for a vacancy out with your current diocese, you are also required to submit a letter from the Bishop of the diocese within which the vacancy lies confirming their support of your application. This letter must be on headed paper from the relevant diocese and signed off by the Bishop. Please note your application will not be progressed if these conditions are not met.	Essential	Application
Knowledge, Skills & Experience		
Religious Practice Experience Experience of leading worship and religious events in a community setting. Application Question: Please briefly describe your experience of leading worship and religious events in a community setting?	Essential	Application Interview
Pastoral Care Experience Significant experience of providing pastoral care to people from different backgrounds and in different situations. Application Question: Please briefly describe your experience of providing pastoral care to a range of people?	Essential	Application Interview
Spiritual Care Experience Experience of providing care and support to people of all faiths and none, encouraging, role modelling, building self-esteem and opportunities to belong; accompanying them on their journey to discover purpose in their lives.	Essential	Application Interview

Application Question: Please briefly describe your experience of providing spiritual care to people. Describing what you have done to support them on their journey?		
Scottish Criminal Justice System Awareness Awareness of the Scottish Criminal Justice System and the pastoral challenges within a prison setting. (Further reading and insight can be found through links detailed in job purpose.)	Essential	Application Interview
Competencies for Success		
Listen & Communicate	Essential	Interview
Relationships & Collaboration	Essential	Interview
Solve Problems & Make Decisions	Essential	Interview

Selection Process Key Dates

Date Vacancy Closes for Applications	31/07/2026	Time Vacancy Closes for Applications	23:59
Interview Date*	TBC		

*please note interview dates are subject to change.

Reasonable Adjustments

We recognise that people may have access needs or require adjustments to help them perform at their best. We refer to these as reasonable adjustments.

If you have a disability, whether visible or non-visible, or any access needs that would support your full participation in the selection process, please contact Eve Duffy at Eve.Duffy@prisons.gov.scot to discuss how we can best support you.

Examples of reasonable adjustments we have provided in the past include:

- Offering additional time during interviews
- Adjusting how interview questions are asked
- Scheduling interviews at a time that works best for you
- Breaking multi-stage questions into smaller steps
- Providing written materials in alternative formats (e.g., different font, colour, or text size)
- Sharing extra information about what to expect during the selection process
- Printing resources on paper in a preferred colour

