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**Expression of Interest: Registrar**

**UKBHC Ltd Standing Orders June 2024**

* 1. The Board shall appoint a Registrar as an officer of the Board. The Registrar has the functions of:

1. Granting registration

The Registrar has the role of considering and determining applications for registration as against the published registration criteria. These will include:

* Considering full registration applications and notifying applicants of the outcome
* Considering provisional registration applications and notifying applicants of the outcome
* Renewing registrations (if registration is finite)

**ii.** Administrative removal of registrants for non-payment of fees or failure to return CPD

**iii.** Keeping the register up to date

**iv.** Overseeing compliance with CPD

**v.** Administer and facilitate the process of receiving complaints and liaising with relevant parties

**Essential values and knowledge that are important for this role**

1. Open-Mindedness.
2. Respect for others regardless of background or views
3. Service of others
4. Teamwork
5. Awareness of registration issues and processes
6. Organisational skills
7. Honesty/Integrity
8. Harmony

* An interview panel may be set up to shortlist and then to interview. The panel will normally consist of three designated Board members
* The Panel is authorised to make appointments on behalf of the Board
* Please note, there must be two referees supporting the expression of interest, who can confirm suitability and capability for the role
* The Registrar will work under the direction of the Lead officer for Professional registration and alongside the UKBHC Administrator
* The Registrar is an officer of the board, reports to the Board and is in attendance at Board meetings but does not have voting rights
* This is a voluntary role, but reasonable expenses can be claimed for attendance at meetings or other necessary agreed UKBHC expenses
* Thank you for your interest and support

Please complete and return by 11th September 2024, to the secretary, Derek Johnston, at -

[**secretary@ukbhc.org.uk**](mailto:secretary@ukbhc.org.uk)

Website - [UK Board of Healthcare Chaplaincy - UKBHC](https://www.ukbhc.org.uk/)

**UKBHC Registrar**

**Expression of interest**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact address & email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Please attach separate CV: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please outline how your experience aligns with the requirements of a registrar as set out opposite. Please also describe any particular skills, knowledge and experience you bring and contributions you can make: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Explain your future vision for UKBHC: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Referees - Name, Role, Email address:**

**1: ........................................................................................................................................................**

**............................................................................................................................................................**

**2: ........................................................................................................................................................**

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**Please confirm if you are a full UKBHC registered practicing chaplain - YES / NO**

**Signature: Date:**