



## Job information pack

# Lead Parish Nurse

An exciting role for a qualified nurse to establish and develop a Parish Nursing Ministry at St Michael's, Croydon.





The Diocese of  
**Southwark**

Trinity House  
4 Chapel Court  
Borough High Street  
London SE1 1HW  
[southwark.anglican.org](http://southwark.anglican.org)

Dear Applicant,

I am delighted that you have expressed interest in our role of Lead Parish Nurse at St Michael's, Croydon. As Lead Parish Nurse, you will establish and deliver a Parish Nursing Ministry at St Michael's in partnership with Parish Nursing Ministries UK ([www.parishnursing.org.uk](http://www.parishnursing.org.uk)).

This ministry has been developed out of the Parish's desire to love and worship God and to be of service to our neighbours in what is one of the most deprived parishes in the country. Our parish is in the centre of Croydon, with excellent transport links and in an area with a high footfall and we have identified issues of mental health and social isolation as key areas we would like to address, and key target groups including parents and children, carers and new arrivals to the UK.

I hope that you will find the information provided in the pack inspiring. If you would like to have more information or an informal discussion about the role, please contact [fathertimpike@hotmail.com](mailto:fathertimpike@hotmail.com). If you feel called to be part of our journey, we would be delighted to hear from you.

With best wishes

Fr Tim Pike

[Vicar, St Michael's, Croydon]



The Diocese of  
**Southwark**

## Diocese of Southwark Job Description

<b>Job Title:</b>	Lead Parish Nurse (full-time)
<b>Reporting to:</b>	Vicar of St Michael's, Croydon
<b>Accountable to:</b>	Nursing and Midwifery Council (NMC)
<b>Linked with:</b>	Parish Nursing Ministries UK (PNMUK)
<b>Location:</b>	St Michael's, Poplar Walk, Croydon, CR0 1UA
<b>Key Relationships:</b>	Vicar and Pioneer Minister Parish Pastoral Leadership Team Health Care Providers within Croydon Service Users Parish Nurse, Intern and Administrator Parish Nursing Ministries UK Diocesan Investment Programme Team

### Background to the job

This is an exciting opportunity for a registered nurse to play a key role in establishing and delivering a Parish Nursing Ministry in the centre of Croydon. This project and parish has been identified as one of the places in the large and diverse Diocese of Southwark where there are clear opportunities for mission and growth, and funding has been obtained from the Church of England's Strategic Mission and Ministry Investment Board to support this.

St Michael's, Croydon is a traditional Anglo-Catholic Church, situated in one of the most deprived parishes in the country. Its diverse congregation has a strong record of hospitality and pastoral care on a daily basis to people with mental health needs and those experiencing social isolation. The Parish Nursing project in partnership with Parish Nursing Ministries UK is expected to enhance social outreach and service. It will be linked to the church's outreach and evangelism, whilst ensuring that the nursing services are available to people regardless of faith position.

The Lead Nurse will be part of building a team comprising one full-time nursing colleague and a part time administrator. The ministry team will also include an ordained pioneer minister under the direction of the Parish Priest, and an intern. Volunteers will also be identified and equipped to assist with the ministry.

### Job Purpose

The purpose of this role is to shape and form the Parish Nursing Ministry as a member of the Pastoral Leadership Team and with the clergy of St Michael's. You will provide a parish nursing service that integrates spiritual, physical, psychological, emotional and social health to individuals and the local community. The Lead Parish Nurse will be committed to participating in, and being a visible presence in the daily worship of the Parish. It is envisaged that in time, daily health care groups centred around

health education and promotion, health checks, support and signposting will be established alongside new worship opportunities, which the nurse, pioneer minister and intern will also attend.

The parish has already identified potential people who could engage with this ministry, including parents and children, the socially isolated and new arrivals to the UK. Companionship and support will also be offered to carers and to people who are approaching the end of life.

## **Key Responsibilities**

### **Building and Equipping the Parish Nursing Ministry Team**

- In collaboration with the Parish Priest, recruit and line manage a FTE parish nurse and a part-time administrator.
- Network and collaborate with health care providers in the Croydon area to identify synergies and gaps in provision that the Parish Nurses might be able to address.
- Establish the priorities for the ministry in collaboration with the pastoral leadership team.

### **Integration of Faith and Health**

- To participate in all the daily worship opportunities in St Michael's and build pastoral relationships with those that attend.
- To integrate faith and health in all activities and contacts, aiming to promote the understanding of the relationship between faith and health.
- To pray with or for clients if requested and appropriate or, if preferred, to refer them to a faith group/leader of their choice.

### **Support Holistic Health**

- To integrate faith and health through providing a holistic assessment of needs.
- To support individuals in dealing with health issues and concerns, through collaboratively planned health advice, support and spiritual care.
- To deliver, or facilitate the delivery of, planned health support.
- To monitor and evaluate the effectiveness of the care provision, adjusting the care plans as required.
- Where appropriate, support risk assessments.
- Where appropriate, develop screening opportunities in the church and for the local community.
- Where appropriate, attend local meetings of the health and social care professionals to ensure continuity of care.
- To ensure parish nursing activities and advice are evidence based and supported by current research.

### **Health Education**

- To monitor the health education priorities through assessment of health needs of the local community

- To provide health education to individuals and groups, aiming to increase understanding of health concerns and to empower people to make changes to minimise the impact of their health concern.
- To focus on a variety of educational activities for all ages that explore the relationship between values, attitudes, lifestyle, faith and health.
- To promote health education as an integrated aspect of care delivery.
- To develop opportunities for health education activities in church and community events.
- To create packages and / or displays of health education materials relevant for the use of congregation, individual or groups, and the public, as needed.

### **Health Advocacy**

- To provide an advocacy role that supports people in their access of health services.
- To initiate and support referrals to other health professionals and support agencies in order to support the range of need of a person requesting support.
- To work with health, social care, faith organisations and voluntary sector services to support the best solution for holistic care.

### **Referrals**

- To liaise with appropriate agencies and authorities in support of individuals' health needs.
- To refer and signpost to health, social care, faith organisations and voluntary sector services as appropriate, to access the most suitable resources for holistic care.

### **Support Groups**

- To develop appropriate Support Groups, following assessment of needs of individuals and the local community needs.
- To source appropriate resources for support groups that enhance holistic care.
- To refer to external support groups within the community where appropriate.

### **Management of Volunteer Team**

- To recruit a team of volunteers, in accordance with Safer Recruitment Policies.
- To ensure volunteer agreements are in place.
- To lead health team meetings.
- To provide training, supervision, support and annual reviews to the volunteer team.

### **Parish Nursing Ministry Hub**

- Once established, assist the Parish Priest to encourage and support other parishes considering establishing Parish Nursing Ministries, in cooperation with PNMUK.

### **Professional Management**

- To maintain accurate, systematic and timely record keeping of health interventions in keeping with NMC Record Keeping guidance, ensuring safe storage of documentation

- To manage the resources of the parish nursing service, including any financial resources, in line with professional standards.
- To adhere to church policies and NMC requirements.
- To provide data/feedback on progress as part of regular review meetings with Diocesan Investment Programme Staff.
- To promote safeguarding of children, young people and adults at risk in all parish nursing activities.
- To ensure confidentiality and data protection processes are in place, and policies are always adhered to.
- To maintain the Parish Nurse Accreditation Standards, annually reviewing these with the Regional Nurse Coordinator and line manager.
- To take appropriate action in regard to any accident or incident occurring to a volunteer, client, staff member or visitor.

### **Personal Development**

- To be aware of, and always act in accordance with, the Nursing and Midwifery Council Code of Professional Conduct.
- To maintain current NMC registration.
- To work only within the scope of knowledge and competence.
- To maintain up-to-date knowledge and skills and undertake education in accordance with individual parish nurse and organisational needs.
- To ensure personal spiritual care needs are met and to participate in regular spiritual supervision.
- To attend a PNMUK Community of Practice for professional supervision and support.

*The above list of roles is not intended to be exhaustive and may be subject to change, which will be done in discussion with the postholder and line manager.*

### **St Michael's Croydon will also offer**

- Annual 5 day retreat.
- Continuing Professional Development - including the Parish Nursing Preparation for Practice Course at the start of employment and an annual three-day Parish Nursing Ministry Symposium.
- Free secure off-street parking.



## Person Specification

This post is subject to an occupational requirement that the postholder be a practising Christian under Part 1 of Schedule 9 of the Equality Act.

Essential	Desirable
<b>Experience and qualifications</b>	
Either RGN, or RN, or RN Mental Health with current Nursing and Midwifery Council (NMC) Registration.	Mental health or community nursing/health visiting experience.
3 years of clinical practice.	Management Experience.
Completion of PNMUK Preparation for Parish Nursing Practice Course or a willingness to undertake this.	Experience of delivering health education.
Safeguarding Knowledge and Experience.	Theological or discipleship training.
<b>Skills/Aptitudes</b>	
High level of nursing expertise.	
Leadership skills and the ability to motivate staff.	
Pioneering skill to establish the Parish Nursing Ministry	
Ability to work independently and collaboratively as part of a team.	
Excellent verbal and written communication skills.	
IT Skills.	
Commitment to work within the NMC Code of Professional Conduct.	
Commitment to personal development.	
Knowledge of clinical governance and its implementation.	
Knowledge of the purpose and value of professional supervision and support of staff.	
Respect for the individual and an ability to work with users who may display challenging behaviour.	
<b>Character and personal qualities</b>	
A practicing Christian communicant who is comfortable to work in a traditional Anglo-Catholic parish and excited to test new ways of worship and witness.	

## **TERMS AND CONDITIONS**

### **Lead Parish Nurse**

#### **Employer**

You will be employed by the South London Church Fund and Southwark Diocesan Board of Finance whose registered office is at Trinity House, 4 Chapel Court, Borough High Street, London SE1 1HW.

#### **Normal Place of Work**

St Michael's Church, 7 Poplar Walk, Croydon, CR0 1UA. There is an expectation that you will visit health and social care providers in the Croydon area and other parishes

#### **Salary**

The post has a salary ranging from £37,000-£40,000 per annum, depending on experience.

#### **Length of Contract**

Fixed term for 4.5 years. The post is funded by the Strategic Mission and Ministry Investment Board of the Church of England.

#### **Probation**

The appointment is subject to the satisfactory completion of a six-month probationary period.

#### **Hours of work**

35 hours per week, including a half day on Sundays.

#### **Holiday Entitlement**

You will receive 26 days annual leave per annum, increasing to 31 days after 2 years' service.

The leave year runs from 1st January to 31st December.

#### **Sick Pay**

Sick Pay is paid at full pay and half pay rates dependent on length of service, details of which are contained in the contract of employment. Where the right to Diocesan Sick Pay has not been established or it has been exhausted, then Statutory Sick Pay provisions will apply.

#### **Season Ticket Loan**

An interest free season ticket loan is available upon satisfactory completion of the probation period.

#### **Cycle to Work Scheme**

The Diocese is part of the scheme that enable staff to purchase a cycle and equipment for cycling to work, through a salary sacrifice scheme.

#### **Pension**

A non-contributory pension will normally be arranged with the Church Workers' Pension Fund, currently a 15% employer's contribution.

## **Employee Assistance Programme**

A free and confidential employee assistance programme providing support to staff in a number of areas, including benefits advice, caring responsibilities, and counselling support is available 24 hours a day 7 days a week.

## **Working Expenses**

Reasonable out of pocket expenses will be reimbursed.

## **Termination of Employment**

During the six-month probationary period one week's notice is required on either side. Thereafter you will be required to give three months' notice should you wish to resign and will receive a minimum of three months' notice.

## **Equal Opportunities**

The Diocese has a strong commitment to equal opportunities and will not discriminate on the grounds of race, nationality, age, sex, disability, marital status, sexual orientation, religion or belief. Its employees are expected to abide by the Equal Opportunities Policy which embodies these principles.

## **Health and Safety**

Employees must look after their own health, safety and welfare and be mindful of other persons who may be affected by their acts. Employees must co-operate and comply with management instructions regarding Health and Safety issues and report all accidents, incidents and problems as soon as practicable to their supervisor, manager or other senior members of staff available.

## **Equality and Diversity**

All staff are expected to demonstrate the value of 'Respect for All' and follow any guidelines and policies relating to equality and diversity, and equal opportunities.

## **Confidentiality**

Maintaining confidentiality and preserving the integrity of our work in the Diocese is very important. You will not, except as authorised by the Diocese, or as required by law or your duties, use, divulge or disclose to any person, firm or organisation any information about individuals, parishes or the Diocese, or other confidential information relating to the organisation, finances, parishes, dealing and affairs of the Diocese which may come to your knowledge during your employment.

## **Disciplinary and Grievance Procedures**

Further details would be provided in the contract of employment that would be issued on appointment.

## Background Information to the Diocese of Southwark

The Diocese of Southwark, founded in 1905, forms part of the Province of Canterbury in England and is part of the wider Church of England, in turn part of the worldwide Anglican Communion.

The Diocese covers fifteen Local Planning Authorities (in part or wholly).

The Diocese seeks to be a Christian presence and to share the Christian faith in each of its parishes through the mission and ministry of its clergy, congregations, schools and chaplaincies and works to promote the common good, with a particular concern for those most in need.

The Diocese of Southwark serves...

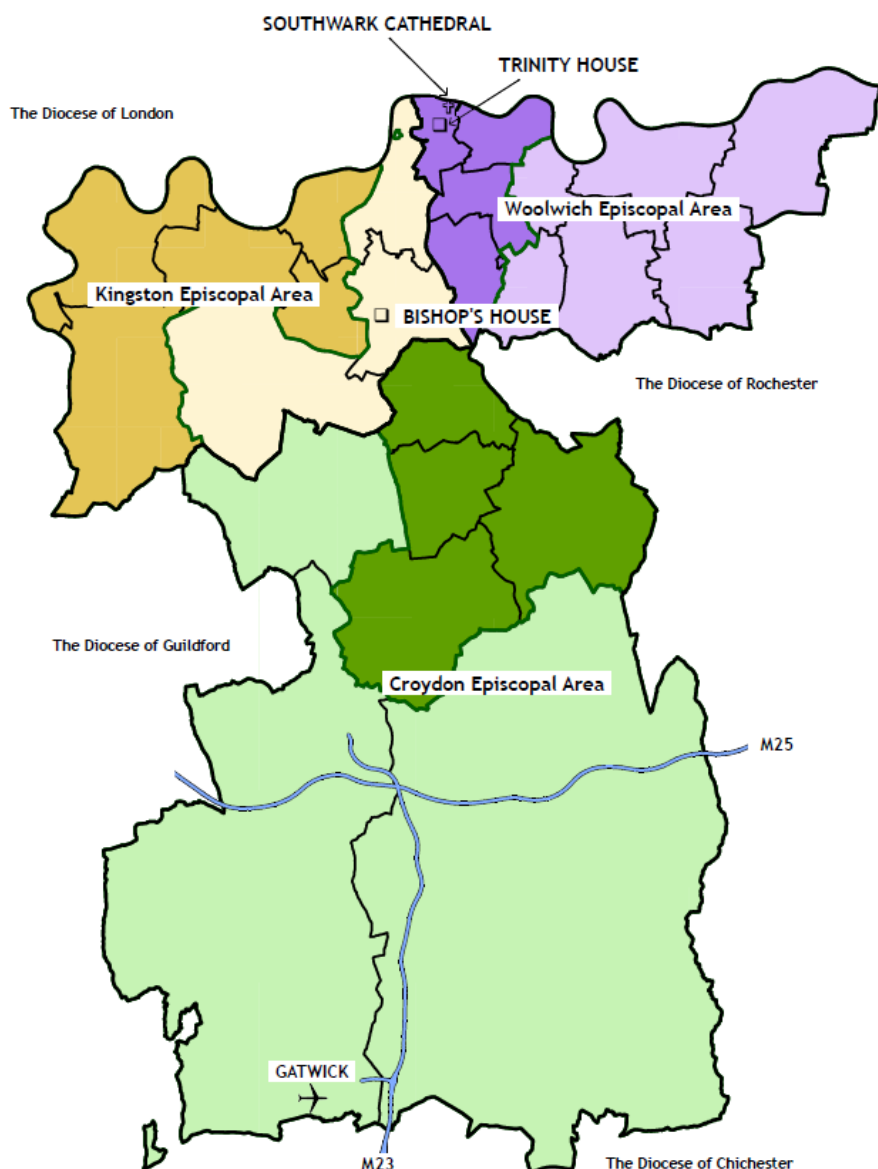


**2.9 million** people

in the **16** local authorities of South London and East Surrey

through **356** places of worship – a church of England presence in every community

and **103** church schools educating more than **37,000** young people



The Diocese is divided into six archdeaconries and twenty-five deaneries, overseen by the Bishop of Southwark, who is supported in his pastoral work in the Diocese by three area bishops, the Bishop of Kingston, Bishop of Woolwich, and Bishop of Croydon, as well as six archdeacons.

The statutory work of the Church and support to the parishes is provided by the staff of the Diocesan office, located in Trinity House, Southwark.

### Trinity House and the Area Offices

Trinity House houses the Diocesan office where most of the executive and professional staff of the Diocese are based. Trinity House is under the overall direction of the Diocesan Secretary who reports to Bishop Christopher, our Diocesan Bishop. Trinity House is just off Borough High Street, within a quarter of a mile of Southwark Cathedral.

# SOUTHWARK VISION 2024 – 2035

## Christ Centred | Outward Focused

Southwark is a diverse and vibrant Diocese in so many ways, from the energy of the inner city to the beauty of the Surrey Hills. We are one of the largest Dioceses in the Church of England, serving the people of South London and East Surrey. We take joy in the distinctiveness and variety of God's gifts and people. You will find churches that offer welcome, care and dignity in Christ's name to their parishes; chaplains walking along side those in education, hospitals, and prison; and pioneering communities seeking to reach out and serve in new ways.

Our vision is founded on mutual commitment, speaking well of one another and walking together in the pilgrimage of faith. Supporting, encouraging, and resourcing each other in our common task, we seek to be a Diocese that is Christ centred and outward focused.

### Our priorities are:



#### Parishes

We value all our parishes and are committed to enabling and serving them, so they can minister to the whole people of God in their local context.



#### Ministry

We will maintain the highest possible number of stipendiary clergy and grow our lay ministries. We will ensure that our parishes are served by well-resourced and well-supported clergy, including self-supporting ministers. We will continue to foster and grow our lay ministries including new pipelines for children and youth workers in ministry.



#### Growth

We will grow our existing churches, including revitalisation initiatives, and establish new worshipping communities. We want to see our Diocese surpassing pre-pandemic levels of attendance in the next five years, to include mixed ecology of worship patterns Sunday to Saturday and grow a further 10% by 2035.



#### Youth & Diversity

We are committed to becoming a younger, more diverse Diocese. We wish to see our churches evolve to better reflect the communities in which they serve and the gifts of the whole people of God.



#### Deepening our discipleship

Christ is at the heart of our faith and we will only grow by being intentional about going deeper in our journey with him, replicating our learning and sharing our resources.



#### Healing

We will seek God's healing for our communities and our world. Christ's call for healing and reconciliation requires us to grapple with many of the issues that we face including safeguarding, social justice, racial justice and care for creation.