



## Reading Gateway Church Parish Nurse Information Pack

<b>Position</b>	<b>Parish Nurse - Part Time</b>
<b>Contract</b>	<b>Initially a one year fixed-term contract with a view to extend for a further two years, subject to funding</b>
<b>Hours</b>	<b>10 Hours per week (flexible hours, usually Thursday and Friday)</b>
<b>Salary</b>	<b>£16.54 per hour depending on experience, plus traveling expenses</b>
<b>Location</b>	<b>Based at Reading Gateway Church @ our St Paul's site, Whitley Wood Lane, Reading, RG2 8PN. Working across the Parish of Reading Gateway Church.</b>

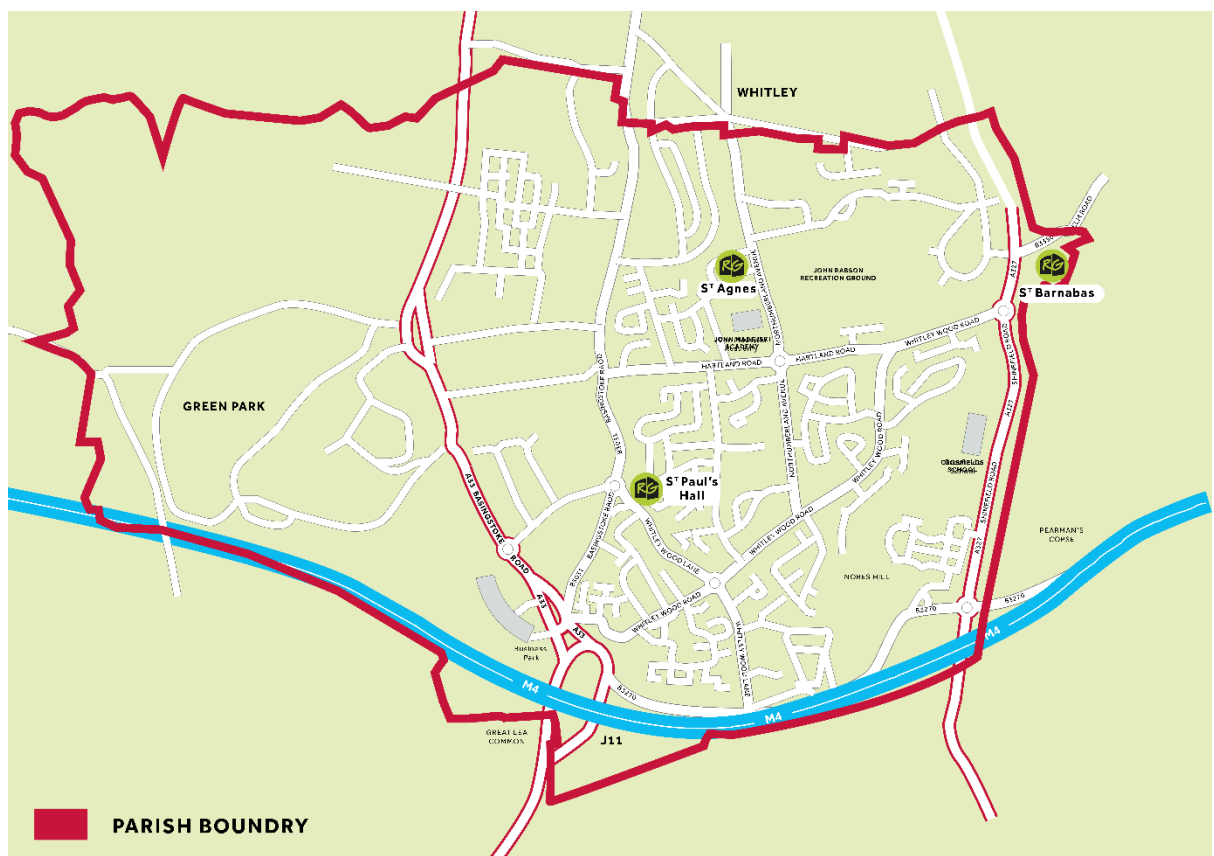
### Recruitment Timetable

<b>Closing date for applications</b>	<b>Wednesday 22<sup>nd</sup> Jan 2025</b>
<b>Shortlisting</b>	<b>Thursday 23<sup>rd</sup> Jan 2025</b>
<b>Interview date</b>	<b>Wednesday 29<sup>th</sup> Jan 2025</b>
<b>Starting Date</b>	<b>To be confirmed</b>

# General Information, Specific Requirements, Role Description, Terms and Conditions, Person Specification and Applying for the Post

## Information about the Role

Reading Gateway Church is looking to employ an additional Parish Nurse in a salaried position, initially 10 hours per week, to support the lead Parish Nurse and work with the team of volunteers in providing the Parish Nursing Service. This innovative service is provided in partnership with Parish Nursing Ministries UK aiming to improve and maintain the holistic health and wellbeing of church members and people across the parish of Reading Gateway Church.



The Parish Nursing Service has been operating since January 2023 and aims to complement, not replicate or replace, the NHS or other mainstream care provision and will therefore operate within a preventative and supportive model of health and wellbeing.

We are looking for an enthusiastic Nursing and Midwifery Council Registered Nurse (NMC), preferably band 5, who is committed to the health and wellbeing of our church members and everyone living or working in our parish, irrespective of their age, gender, race or those of faith or no faith and one who is also a committed Christian. The service works across our parish of around 24,000 people and members of our congregation and in partnership with Parish Nursing Ministries UK. The role is to work with the existing team, which is led by a highly qualified Registered Lead Nurse supported by seven trained volunteers, offering targeted interventions and activities to help people in the local community and to improve, maintain or regain holistic health and wellbeing with an intentional focus on spiritual care.

The Parish Nursing Service has its base at our St Paul's site, 5-25 Whitley Wood Lane, Reading RG2 8PN. Sessions covering Chair Exercises and crafts are held here, also the community garden and an allotment for clients is on site. Prayer Ministry is available to all who attend sessions, and the team also hold prayer sessions. Home visits occur as soon as possible once a client is referred from the many different referral sources, such as GP surgeries, social workers, Mental Health Community team, Readifood, TORCH, Faith communities, members of our congregation or self-referral. The Parish Nurse performs an initial assessment then, working with the client, agrees a plan on ongoing care, which may be to signpost to other sources of assistance or ongoing care and support from the Parish Nursing team. The service is not intended to be long term support but to aid the client (and possibly the family) through the current crisis. Care may be longer term in certain cases, such as end of life care or certain mental illnesses, usually in conjunction with other agents of care.

An appointment time can be made for you to talk through any queries you may have if you are considering applying for this position by contacting: -

**Jill Anders, Parish Nurse** [parishnurse@readinggateway.church](mailto:parishnurse@readinggateway.church) 07473 079904

## Specific Requirements

- The applicant must have a current registration with the Nursing and Midwifery Council (NMC) of the UK.
- The successful candidate should be able to attend the next available Parish Nursing Ministries UK (PNMUK) Preparation for Practice Programme (Date to be confirmed) . The first four days of the programme must be completed before being able to work independently. The final day takes place three-six months later.
- The Equality Act 2010 Schedule 9 parts 1(1-3) apply to this post. The post is restricted to practising Christians.
- It is expected that the successful candidate will attend key events in the church calendar. Ideally the person appointed would join the regular worshipping members of our congregation but is at least expected to be a regular attendee at a Christian place of worship.
- Be computer literate with the ability to maintain strict detailed confidential client records and produce necessary data required by Reading Gateway Church, Parish Nurse Ministries UK and funding agencies.
- Complete Basic, Foundation and Domestic Abuse Safeguarding training - (renew every 3 years) before or within first week of employment
- Obtain Enhanced Level of Disclosure & Barring Service (DBS) - (renew every 3 years) before or within first week of employment.
- Own or have daily use of a legal means of independent travel such as a car or motorbike, hold a valid UK driving Licence and insurance to cover use at work.
- To have understood and agree to comply with Reading Gateway Church Policies and Procedures and those of Parish Nurse Ministries UK.

## **Role Description and Person Specification**

<b>Job title:</b>	Parish Nurse (Part- Time)
<b>Hours:</b>	10, flexible, usual working days Thursday and Friday plus some Monday afternoons
<b>Responsible to:</b>	Lead Parish Nurse
<b>Working with:</b>	Lead Parish Nurse, Support Team of Volunteers, Parish Nurse Coordinator.
<b>Accountable to:</b>	Parochial Church Council of Reading Gateway Church and Parish Nurse Ministries UK Regional Nurse Coordinator
<b>Support:</b>	Parish Nurse and support team, Parish Nurse Coordinator
<b>Linked with</b>	Parish Nursing Ministries UK (PNMUK)

**JOB PURPOSE** To assist in the provision of a parish nursing service that integrates spiritual, physical, psychological, emotional and social health to the local community of Reading Gateway Parish, regardless of faith position, and to the congregation as requirements

## **Main Duties and Responsibilities**

**All duties and responsibilities are to be undertaken by working with and under the guidance and supervision of the Lead Parish Nurse, also working with a team of volunteers in providing the following:**

### **Support Wholistic Health**

- To integrate faith and health following planned care after a holistic assessment of needs according to the Parish Nurse model of practice.
- Supporting individuals/families in dealing with health issues and concerns, through collaboratively planned care provision
- Delivering, or facilitating the delivery of, planned health support in the church and/or community locations
- Monitoring and evaluating the effectiveness of the care provision, adjusting the care plans as required
- Where appropriate, to support risk assessment to ensure that health needs are being met
- Where appropriate, to develop screening opportunities in the church and for the local community
- Where appropriate, to attend local meetings of the health and social care professionals to ensure continuity of care
- Ensuring that all clinical / nursing activities and advice are evidence based and supported by current research

### **Health Education**

- Monitoring the health education priorities through assessment of health needs of the local community
- Providing 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
- Focusing on a variety of social/educational activities for all ages that explore the relationship between values, attitudes, lifestyle, faith and health.
- Promoting health education as an integrated aspect of care delivery
- Developing opportunities for health education activities in church and community events
- Creating packages and / or displays of health education materials relevant for the use of congregation, individual or groups, and the general public, as needed

### **Health Advocacy**

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

### **Referrals**

- Liaise with appropriate agencies and authorities in support of individual's health needs
- Appropriately refer to health, social care, faith organisations and voluntary sector services to access the most suitable resources for holistic care

### **Support Groups**

- Develop appropriate Support Groups, following assessment of needs of individuals and the local community needs
- Source appropriate resources for support groups that enhance holistic care
- Refer to external support groups within the community where appropriate

### **Volunteer Team**

- Work closely with the Volunteer team, providing supervision, and support as necessary

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

- In all provision of holistic health care, to integrate faith and health in all activities and contacts, aiming to promote the understanding of the relationship between faith and health
- Where appropriate to pray with or for clients, or if preferred, refer them to a faith group of their choice
- Where appropriate to facilitate or assist with a service of home communion

### **Professional Management**

- To attend team meetings and regular one to one meetings with line manager
- To work as an autonomous and lone practitioner, ensuring adherence to the church/organisation's systems for lone workers
- To maintain accurate, systematic and timely record keeping of health interventions in keeping with Reading Gateway Church policy and procedures, the NMC code as regards record keeping and relevant PNMUK guidance, ensuring safe storage of documentation
- To keep statistical information required by the church/organisation, any funders and PNMUK
- To participate in annual development review with direct line manager
- To adhere to church/organisation policies and NMC requirements
- 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 adhered to at all times
- To maintain the Parish Nurse Quality Standards, annually reviewing these with the Regional Nurse Coordinator.
- To take appropriate action in regard to any accident or incident occurring to a volunteer, client, staff member or visitor
- To take opportunities to promote parish nursing in the local area

### **Personal Development**

- To be aware of, and act in accordance with, the Nursing and Midwifery Council Code of Professional Conduct at all times

- To ensure current NMC registration and membership of a professional organisation
- To work within the scope of knowledge and competence at all times
- To ensure own spiritual care needs are met
- To participate in regular spiritual supervision
- To maintain up-to-date knowledge and skills and undertake education in accordance with individual parish nurse and church needs
- To attend a PNMUK Community of Practice for professional supervision and support
- To attend annual review meetings with PNMUK Regional Nurse Coordinator.

The Equality Act 2010 Schedule 9 part 1(1-3) applies to this post. The post is restricted to practicing Christians.

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 post holder and line manager.

## Terms and Conditions

**Part Time:** 10 hours per week (flexible hours, usually every Thursday and Friday, with some Monday afternoons and according to workload)

**Location:** Working across the parish of Reading Gateway Church from a base at our St Paul's site, Whitley Wood Lane, Reading RG2 8PN.

**Contract:** Initial one year fixed-term contract, following satisfactory completion of a probationary period of 3 months and a full review at this point. There may be an option to extend for a further two years subject to funding.

**Salary:** £16.54 per hour depending on experience

**Expenses** We will pay legitimate expenses

**Pension:** We pay a 3% pension

**Holidays:** 4 weeks plus bank holidays pro rota

**Public Liability:**Public Liability will be covered by Reading Gateway Church.

**Professional Liability/indemnity :** Professional Indemnity to be covered by having membership of a professional body

**The Equality Act 2010 Schedule 9 part 1(1-3) applies to this post. The post is restricted to practising Christians.**

The above list of roles is not intended to be exhaustive and may be subject to change, which will be done in discussion between the post holder and Lead Parish Nurse.



## Person Specification

Factors	Criteria	Assessment*
<b>Education/Qualification</b> (Note detail the level and type of qualification required, indicating where equivalent experience will be considered.)		
<b>Essential</b>	Registered Nurse (Adult/Child/Mental Health/Learning Disability) Nursing and Midwifery Council Registration Evidence of post registration education and training Completion of the PNMUK Preparation for Parish Nursing Practice Course or willingness to undertake this Regular member of a church of any Christian denomination	AF/C  AF/C AF/IV AF/IV  AF/IV
<b>Desirable</b>	Community Nursing/Mental Health Specialist Practitioner Qualification Some theological or discipleship training	AF/C AF/IV
<b>Experience</b> (Note detail the level and type of experience required. Please do not include number of years as this contravenes the Age Discrimination Legislation, e.g. extensive experience in Project Management)		
<b>Essential</b>	Experience of relevant specialty of nursing	AF/IV
<b>Desirable</b>	Experience of working within Community Nursing	AF/IV
<b>Skills and Knowledge</b> (Note detail the level and type of skills/knowledge required. e.g. knowledge of the relevant legislation/professional codes, IT knowledge including MS Word & Excel, physical skills e.g. standard keyboard skills)		
<b>Essential</b>	High standard of clinical expertise Ability to work independently and within a team Decision making skills Good communication skills IT skills High level knowledge of the Nursing and Midwifery Council Code of Professional Conduct Detailed knowledge of Personal Development Planning Knowledge of Clinical Governance and its implementations Knowledge of the purpose and value of Clinical Supervision and support of staff Understanding of, and commitment to, equal opportunities	AF/IV AF/IV AF/IV AF/IV AF AF/IV  AF/IV AF/IV  AF/IV AF/IV
<b>Desirable</b>		
<b>Other</b> (Note any other requirements e.g. ability to travel, evidence of CPD, the need for flexibility)		
<b>Essential</b>	Able to carry out the duties of the post with or without adaptations Independent means of transport with full clean driving licence. We are an open, inclusive evangelical Anglican church and expect the candidate to live a lifestyle commensurate with our beliefs and core values.	
<b>Desirable</b>	To be willing to become part of the worshipping community at Reading Gateway Church	
* Assessment will take place with reference to the following AF – Application Form, IV – Interview, P – Presentation, C Certificate		

## **Applying for the Post**

### **Applications are invited to be submitted using the attached Application form and attaching a detailed CV which should include:**

- A short covering letter (of no more than 2 sides of A4) explaining the reasons for applying for the post, and how the key requirements of the post and person specification can be evidenced
- The applicant's name, address, details of qualifications held, including date of obtaining these, together with educational qualifications and full employment history (giving details of relevant achievements).
- Give full details of any relevant training and qualifications which you feel equip you to work with vulnerable adults, children, and/or young people. Please include dates.
- Please provide a full history (with dates wherever possible) of any previous experience you may have of looking after and/or working with vulnerable adults, children, and/or young people whether paid or voluntary.
- Notification of any dates when the applicant is unable to attend the indicative recruitment timetable set out above.

**Please remember to sign the declaration at the bottom of the application form** (listing separately all current 'unspent' criminal convictions or cautions (including reprimands and final warnings. or current cases of professional misconduct – if applicable)).

### **Submitting an application**

Please submit the full application including the information above and signed declaration at the bottom of the form and email to:-

**Name:** The Revd Nick Hill

**Address:** Parish Office Reading Gateway Church,  
St Agnes 292 Northumberland Road  
Reading RG2 8DE

**Email:** The Revd Nick Hill [nickhill@readinggateway.church](mailto:nickhill@readinggateway.church)

**Contact Telephone No.** 07974228961