

JOB DESCRIPTION

JOB TITLE:	PARISH NURSE
EMPLOYER:	SHEFFIELD BOARD OF FINANCE
RESPONSIBLE TO:	St Leonard's Leadership Team and Board of Trustees
RESPONSIBLE FOR:	N/A

The Diocese of Sheffield is called to grow a diverse network of Christ-like, lively and sustainable Christian communities in every place which are effective in making disciples and in seeking to transform our society and God's world.

Location: Office/clinic based at St Leonard's Church Arbourthorne, with drop-in sessions across the wider Arbourthorne/Norfolk Park and the Manor Parish community.

Accountable to: Nursing and Midwifery Council (NMC)
St Leonard's leadership team and board of trustees

Supervised by: Rev. Lucy Sablan

Line management: James Noble, St Leonard's Church Trustee

Associated with: Parish Nursing UK
Manor and Castle Development Trust

MAIN PURPOSE OF THE ROLE

The successful candidate will provide support and care that promotes physical, mental, emotional, and spiritual well-being within the local area and wider community. Based from St Leonard's Church Arbourthorne and working across the communities of Arbourthorne, Norfolk Park and Manor.

Acting as a compassionate presence engaging with the community, offering health information, referrals and signposting. Particularly for vulnerable and isolated individuals.

St. Leonard's is a church and community center based and located between Arbourthorne and Norfolk Park in Sheffield. Our vision is to demonstrate God's love in practical ways by helping the local people thrive in mind, body and spirit.

We serve a community experiencing significant social deprivation and health inequalities. Challenges relating to physical health, mental well-being, social isolation, poverty, and access to services are common. Mental health needs are particularly prevalent in the area. The Parish Nurse will play a key role in supporting individuals and families through a holistic approach to care.

This role seeks to bridge faith, health, and community services, helping people access appropriate support while fostering well-being, dignity, and inclusion.

MAIN DUTIES AND RESPONSIBILITIES:

Health education and support

- Provide health education and promote healthy lifestyle through one-to-one conversations, groups and community events.
- Offer information and support relating to physical and mental health well-being.
- Encourage preventative health care and early intervention.
- Provide basic health screening and referrals to GP services as needed.
- Accompany people to appointments.

Community clinics and drop-in services

- Work collaboratively, developing and maintaining strong relationships with the local GP practice, retirement community links, and Manor and Castle Development Trust.
- Liaise with other local services.
- Provide home visits.
- Provide church based clinics.
- Provide Drop in sessions and signposting support in a regular weekly slot at the local GP practice.
- Identify opportunities for and develop drop ins/support in the Manor parish churches.
- Attend our Wednesday Cafe mornings.
- Develop supportive programmes, courses, and support groups based on needs they have identified.

Management of Volunteer Team

- If and when needed, to recruit a team of volunteers to work with and support parish nursing in the church and local community, with assistance from PNMUK and St Leonard's Church Trustees, to ensure correct volunteer recruitment and training processes are carried out.

Spiritual care

- Provide compassionate spiritual support appropriate to an individual's needs and wishes.
- Offer prayer and pastoral support when requested.

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 NMC Record Keeping guidance, ensuring safe storage of documentation
- To keep statistical information required by the church/organisation, any funders and PNMUK
- To manage the resources of the parish nursing service, including any financial resources, in line with professional standards and quality of care
- 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
- To attend the 4-day online Preparation to Practice training course by Parish Nursing Ministries UK, (7,8,14,28 September 2026)

The post holder will comply with all standards, policies and procedures set by the diocese including, but not limited to, those governing safeguarding, health and safety, GDPR, confidentiality and equal opportunities.

The post holder is required to:

- Support the ethos, aims and objectives of the Sheffield Diocesan Board of Finance
- Participate in performance management and appraisal/personal development reviews.
- The post holder may be required to work outside normal office hours including occasional weekend working, subject to time off in lieu.

This role description provides a guide to the duties and responsibilities of the post and is not an exhaustive list. The post holder may be asked to undertake any other relevant duties appropriate to the post. The role description will be amended over time, in full consultation with the post holder, to meet the needs of the Diocese.

PERSON SPECIFICATION: PARISH NURSE

CRITERIA	ESSENTIAL	DESIRABLE
<p>Qualifications/ Training</p>	<p><u>An NMC Degree Registered nurse</u> with experience of working with people with mental health challenges</p> <p>Current UK Nursing and Midwifery Council Registration</p> <p>Evidence of post registration education and training</p> <p>Completion of the PNMUK Preparation for Parish Nursing Practice online course on 7,8,14,28 September 2026</p>	<p>Community Nursing/Specialist Mental Health Qualification</p> <p>Some theological or discipleship training</p>
<p>Knowledge</p>	<p>High standard of clinical expertise</p> <p>Leadership skills and the ability to motivate staff</p> <p>Ability to work independently and within a team</p> <p>Decision making skills</p> <p>Excellent communication and listening skills</p> <p>IT skills</p> <p>High level knowledge of the Nursing and Midwifery Council Code of Professional Conduct</p> <p>Detailed knowledge of Personal Development Planning</p> <p>Knowledge of Clinical Governance and its implementations</p> <p>Knowledge of the purpose and value of Clinical Supervision and support of staff</p> <p>Understanding of, and commitment to, equal opportunities</p>	<p>Understanding and experience of a multi-cultural/multi-faith area</p>

Experience	<p>A minimum of two years post-registration experience</p> <p>Experience of working with diverse groups and supporting families</p>	<p>Experience of working within Community Nursing</p> <p>Previous management experience</p> <p>Experience of working with people of all ages</p>
Other	<p>A practising Christian with a deep rooted faith</p> <p>Able to carry out the duties of the post with or without adaptations</p>	<p>Driving License</p>

This post carries an Occupational Requirement under the provisions of the Equality Act for the postholder to have a committed Christian faith.

Updated June 2026



A week in the life of a Parish Nurse at St Leonard's Arbourthorne, S2 3RD

Whilst the role of a Parish Nurse is a new position at St Leonard's, we thought it would be a good idea to paint a picture of what a typical working week might look like for any potential candidate to give them a sense of what to expect.

Sunday

We appreciate that you might already have a home church that you attend on a regular basis, however we would be delighted if you could attend at least once a month to worship with us.

Our Sunday service starts at 4pm and is the main anchor point of our week to meet, worship, and give praise.

It would be a great way for you to meet and get to know the congregation as well to give you a feel for what St Leonard's is about and who we are over a warm drink and refreshments.

Monday

We imagine this might be a good day to collaborate and work with the local GP practice. The GP practice situated across the road is excited to have another health professional working in the local area. They are keen to develop a strong working relation and suggested that you could go in one morning a week to support in the waiting room to talk to those who are nervous or struggling.

They have also proposed an idea that you could provide a service whereby you could accompany people who are struggling to attend appointments.

Tuesday

Every Tuesday we run our Wellbeing group between 12pm and 1pm. It is a group that explores emotional and mental wellbeing together with lunch, activities, and discussion.

Tuesdays might also be a good day to meet with the rest of the leadership team and catch up with administration work.

Wednesday

The day starts with a prayer service at 9.30am followed by our Connect Cafe between 10.30am and 12.30pm.

The cafe is well attended and merits a visit, as this would provide a great way to build relationships and connect with people from the local area.

Thursday

We can see that this would be a good day for you to set up and have a drop-in session at one of the Manor Parish churches of either St Swithun's, St Aiden's or Temple Park.

You might feel that you would like to attend and engage in one of the weekly activities at one of these churches, such as, Welcome Space at Temple Park, every Thursday between 9.30am to 2pm, or the Community Kitchen Meal at St Swithun's that runs every Thursday 4pm to 6pm.

Friday

We imagine Friday could be a good day off for the first few months, especially as your initial focus would be engaging and building bridges with the local community. However, in time, it could be a good day to start a new group or activity depending on the needs you have identified.

Saturday - Day Off