



THE DIOCESE OF SHEFFIELD

JOB DESCRIPTION

JOB TITLE: Parish Nurse
EMPLOYER: Sheffield Diocesan Board Finance
RESPONSIBLE TO: New Edlington, St John the Baptist PCC
RESPONSIBLE FOR: N/A

Location: St John's the Baptist Church, Edlington
Accountable to: Nursing and Midwifery Council (NMC)
New Edlington, St John the Baptist PCC

Job Purpose

To provide a parish nursing service that integrates spiritual, physical, psychological, emotional and social health to the local community, regardless of faith position, and to the congregation as required, with a focus on supporting parents of young children and older people.

MAIN DUTIES AND RESPONSIBILITIES:

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 care provision
- To deliver, or facilitate the delivery of health support in the community & church locations
- To monitor and evaluate 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 for the local community
- Where appropriate to attend local meetings of the health and social care professionals to ensure continuity of care

- To ensure clinical / nursing activities and advice are evidence based and supported by current research

Health Education

- To focus on a variety of educational activities for all ages that explore the relationship between values, attitudes, lifestyle, faith and health, both physical and mental.

Health Advocacy

- To provide an advocacy role that supports people in their access of services including families seeking support.
- 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 individual's health needs
- To appropriately refer to health, social care, faith organisations and voluntary sector services to access the most suitable resources for holistic care

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
- Provide spiritual care to those they see or refer them to another faith group of their choice if appropriate.

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

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
- Keep up to date with developments in their area of work.
- Participate in performance management and appraisal/personal development reviews.
- Engage in training and continuous professional development activities.

- 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.

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.

PERSON SPECIFICATION: PARISH NURSE

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications/ Training	<u>An NMC Registered nurse</u> – RMN, or RGN with experience of working with people with mental health challenges Current UK 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 in March 2027 (dates TBC at interview).	Community Nursing/Specialist Some theological or discipleship training
Knowledge	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 Knowledge of Clinical Governance and its implementations Understanding of, and commitment to, equal opportunities	Understanding and experience of a post-industrial, coalfield community
Experience	A minimum of two years post-registration experience Experience of working with diverse groups and supporting families	Experience of working within Community Nursing Experience of working with people of all ages

Other	A practising Christian with a deep rooted faith Regular member of a church of any Christian denomination Able to carry out the duties of the post with or without adaptations	Driving License
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This post carries an Occupational Requirement under the provisions of the Equality Act for the postholder to have a committed Christian faith.

Please note this role is subject to a DBS check in accordance with Safer Recruitment and Safeguarding provisions. For further information, please do not hesitate to contact the HR Team at HR@sheffield.anglican.org

Please Note Sheffield Diocesan Board of Finance (SDBF) does not hold a Home Office sponsor license and is therefore unable to sponsor Skilled Worker or other work visas. Applicants must have the legal right to work in the UK at the time of application and for the duration of their employment.

Updated October 2026



A week in the life of a Parish Nurse at St John the Baptist, Edlington

Whilst we are seeking our first Parish Nurse at St John's, we are keen to give potential candidates a flavour of what we envisage a typical week **may** look like.

Sunday

Our week at St John's begins at 9.15 on Sunday morning with our Parish Mass with children's activities. We would envisage that you would become a part of our church family on a Sunday morning, attending as often as possible (at least twice a month). However, we recognise that you may already be an active member of another Christian community and would be open to you coming once a month.

When you were with us on Sunday mornings, there would be time to worship with us; to share updates with the congregation about your work; and to fellowship with people over refreshments at the end of the service. We would, of course, see this as part of your paid working hours for that week.

Monday

We imagine that Mondays could be a good day off, with the focus initially being on engaging with people who access community groups on other days of the week. However, Monday could be a good day to potentially start a new group or activity depending on the needs identified through relationships formed through other current activities.

Tuesday

The day starts with Morning Prayer at St John's at 9am which you would be welcome to join. From 10am-1pm there is a Coffee Morning at Yorkshire Main Community Centre run by ECO (Edlington Community Organisation). This is mainly attended by older people and is designed, in part, to combat the sense of social isolation that is sometimes experienced particularly by this demographic. ECO have expressed their enthusiasm at working with a Parish Nurse and they would be very welcome at the coffee club. As some older people can find it difficult to talk about their health, the calm, approachable presence of a parish nurse at the friendly setting of coffee club could lead to them being more comfortable in talking about their concerns and consequently, the right support being found.

On Tuesday evenings at 6.30pm we have Mass and our Young Adults social. This may be a good opportunity for a Parish nurse to engage with this group regarding any anxieties about physical, mental or spiritual health in a friendly, relaxed environment.

Wednesday

On Wednesday mornings there is a baby group at the other community organisation based in Edlington - Helping Hands. There is always something going on at Helping Hands' Hilltop Centre and they have indicated that they would be more than happy for a Parish Nurse to engage with any of their groups. However, considering our objective of supporting families and the parents of young children, attending this group might be especially useful.

Wednesday might also be a good day to undertake any relevant paperwork and administration work.

Thursday - This would be a good day to take as a day off.

Friday

On Friday mornings we host a stay and play group at St John's, run by Doncaster Council's Edlington Community Hub. This would be a perfect opportunity to engage with families and the parents of young children as they navigate the joys and challenges of raising a child and offering the support, or signposting them to the support that they need (and being able to follow up on this). The Community Engagement worker from Doncaster Council has indicated their willingness to work with a Parish Nurse. This might come initially through engagement with the stay and play group at St John's but they have also expressed a desire to think more broadly about how they might work with a Parish nurse in Edlington.

Also on Fridays, ECO host their Community Market food bank at which the Parish nurse could engage with service users, many of whom are from low income families, some of whom have suffered with chronic poor health.

Saturday - Day off.

We enjoy good links with all the schools in Edlington. So far, two of the primary schools and the secondary school have expressed an interest in developing links with the Parish Nurse. They are particularly keen for us to consider how we might be able to support parents with young children, some of whom may have complex or additional needs. Parents of these children may sometimes feel unsupported, or as if their voices and worries for their children are going unheard. The Parish nurse could play a vital role in being able to help, signpost, or refer these parents to the support they need. What is so wonderful, we believe, about the role of the parish nurse is not just the spiritual support they would be able to offer but the time they would have to be able to journey alongside families seeking support and develop good relationships with them where appropriate.