



Reading
Gateway
Church

Parish Nursing Associate

Role Description and Person Specification

Job title:	Parish Nursing Associate
Hours:	10 flexible working hours per week
Responsible to:	Lead Parish Nurse
Working with:	Lead Parish Nurse, Parish Nursing lead assistant, Parish nursing volunteers, Parish Nursing Coordinator.
Accountable to:	Parochial Church Council of Reading Gateway Church and Parish Nurse Ministries UK Regional Nurse Coordinator
Support:	Parish nurse and support team, Parish Nursing Coordinator
Linked with	Parish Nursing Ministries UK (PNMUK)
JOB PURPOSE	To work as a team member in providing a holistic parish nursing service that integrates spiritual, physical, psychological, emotional and social health to the local community, regardless of age, faith, gender, culture or race, across the Reading Gateway Church parish and to the congregation as required.

MAIN DUTIES AND RESPONSIBILITIES

At all times to work as a team member, reporting to and under the direction, guidance and supervision of the Parish Nurse, in conjunction with the team of volunteers in providing the following, which are comprehensive and will feature in varying degrees in the role: -

Supporting Holistic Health

- To ensure all client data is recorded safely and confidentially in accordance with UK GDPR, the Data Protection Act 2018, the church's Data Protection Policy and Parish Nurse Ministries UK requirements.
- To produce reports and data as required for the ongoing of the service, for information to the Parochial Church Council, Parish Nurse Ministries UK and our sources of funding the service.
- To make appointments with clients, arranging care plans / signposting in conjunction with Parish Nurse.

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Parish Administrator

- Encouraging participation in activities with clients at base or in community settings
- Ensuring that faith and health are integrated through the provision of an ongoing 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, planned health support in the church, clients' homes and / or community locations
- To monitor and evaluate the effectiveness of the care provision, adjusting the care plans as required
- In conjunction with the Parish Nurse ensuring the continued need to reduce any identified risks to ensure that health needs are being met
- Where appropriate, to attend local meetings of the health and social care professionals to ensure continuity of care

Health Education

Participation in:-

- 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 minimize the impact of their health concern
- Focusing on a variety of 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

Health Advocacy

- To work within an advocacy role that supports people in their access of health services
- To arrange and support referrals to other health professionals and support agencies in order to support the range of needs 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 an individual's health needs under guidance of the Parish Nurse
- To appropriately refer to health, social care, faith organisations and voluntary sector services to access the most suitable resources for holistic care as directed by the Parish Nurse.

Support Groups

- To source appropriate resources for support groups that enhance holistic care
- To refer to external support groups within the community where appropriate

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 assist with a service of home communion.

Professional Management

- To attend team meetings and regular one to one meetings with Lead Parish Nurse.
- Whilst this post is under the authority of the Parish Nurse and is also a team member, the post holder must complete dynamic risk assessments before undertaking lone working activities, maintain appropriate communication arrangements and follow the church's Lone Working Policy and Procedures.
- To maintain accurate, systematic and timely record keeping of health interventions, ensuring safe and secure storage of documentation.
- To keep statistical information required by the church, any funders and Parish Nurse Ministries UK.
- To protect the resources of the Parish Nursing service, including any financial resources, in line with professional standards and quality of care.
- To Participate in the church's annual Performance and Development Review process with Lead Parish Nurse.
- To comply with the Employee Handbook and all church policies and procedures, including (where applicable) Safeguarding, Health and Safety, Lone Working, Data Protection, Equality, Diversity and Inclusion, Confidentiality, Social Media, Expenses, Flexible Working and all Parish Nursing procedures.
- The post holder has an individual responsibility to promote the welfare of children, young people and adults at risk and must report safeguarding concerns immediately in accordance with the church's Safeguarding Policy and Procedures. The post holder must participate in safeguarding supervision and maintain the level of safeguarding training required for the role.
- To process personal and special category data in accordance with UK GDPR, the Data Protection Act 2018, the church's Data Protection Policy and Parish Nurse Ministries UK requirements.
- To maintain the Parish Nurse Quality Standards, annually reviewing these with the Lead Parish Nurse.
- To take immediate and appropriate action in regard to any safeguarding, accident or incident occurring to a volunteer, client, staff member or visitor.
- To take opportunities to promote Parish Nursing in the local area.
- To take reasonable care for your own health and safety and that of others who may be affected by your work, complying with all Health and Safety policies, risk assessments and safe systems of work.
- To contribute positively to a culture that supports wellbeing, dignity, respect and inclusion for colleagues, volunteers and service users.

Personal Development

- To be aware of, and act in accordance with any professional body of which you are a member.
- To work within the scope of your knowledge and personal competence at all times.

- To ensure your own spiritual care needs are met.
- To maintain up-to-date knowledge and skills and undertake education in accordance with Reading Gateway Church and Parish Nurse Ministries UK
- To attend Parish Nurse Ministries UK training courses as and if appropriate.

Your Working Conditions

Part Time: 10 hours per week (flexible)

Location: Working across the parish of Reading Gateway Church, initially 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: £ 17.31 per hour depending on experience

Expenses We will pay legitimate expenses

Pension: Eligible employees will be automatically enrolled into the church's workplace pension scheme in accordance with the Pensions Act 2008.

Holidays: Annual leave entitlement is set out in the Contract of Employment and Employee Handbook.

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

The above role description 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 - PARISH NURSING ASSOCIATE

Factor	Essential	Desirable
Qualifications and Professional Knowledge	• Nursing Associate qualification or recognised qualification in Nursing or Health and Social Care (or equivalent). • Appropriate knowledge of health and wellbeing support within a community setting.	• Completion of Parish Nursing Ministries UK (PNMUK) training relevant to the role or willingness to complete it following appointment. • Additional health promotion or community care qualifications.
Experience	• Experience working within a healthcare, health and social care or community care environment. • Experience of maintaining confidential records. • Experience of working with people in a caring or supportive role.	• Experience working within a church, charity or voluntary organisation. • Experience supporting vulnerable adults, older people or individuals with long-term health conditions. • Experience working alongside volunteers or multidisciplinary teams.
Faith and Values	• A strong personal Christian faith consistent with the Occupational Requirement under Schedule 9 of the Equality Act 2010. • A practising Christian and active member of a recognised Christian church. • Commitment to Reading Gateway Church's Vision and Values and the integration of faith and health within Parish Nursing.	• Experience of Christian ministry, pastoral care or church-based community outreach.
Knowledge and Skills	• Good IT skills, including Microsoft 365 (Outlook, Word and Teams). • Ability to maintain accurate records and prepare reports. • Good organisational and time management skills. • Ability to prioritise workload and manage competing demands.	• Knowledge of local health, social care and voluntary sector services. • Experience of electronic care records or database systems.
Communication and Interpersonal Skills	• Excellent communication skills, both written and verbal. • Ability to communicate sensitively with people from a wide range of backgrounds. • Good listening skills. • Ability to build positive working relationships with clients, volunteers	• Experience delivering health education or group sessions. • Experience of partnership working with external agencies.

Factor	Essential	Desirable
	and partner organisations. • Ability to encourage, motivate and empower others.	
Personal Qualities	• Honest, trustworthy and able to maintain confidentiality. • Compassionate, caring and respectful. • Reliable, punctual and dependable. • Able to work independently and as part of a team. • Flexible and adaptable. • Professional, approachable and resilient. • Commitment to continuous professional development and reflective practice.	• Experience supervising or supporting volunteers. • Demonstrates leadership potential.
Safeguarding and Compliance	• Commitment to safeguarding children, young people and adults at risk. • Willingness to undertake all required safeguarding training. • Understanding of confidentiality and data protection responsibilities. • Commitment to complying with Health and Safety policies and safe working practices. • Willingness to work in accordance with Reading Gateway Church policies and procedures.	• Previous safeguarding training appropriate to the role. • Knowledge of UK GDPR and information governance within health or charity settings.
Working Requirements	• Full UK driving licence and access to a vehicle insured for business use. • Willingness to travel throughout the parish. • Willingness to work flexibly, including occasional evenings or weekends where required. • Ability to work alone safely and as part of a multidisciplinary team.	• Knowledge of the local community and health services within Reading and the surrounding area.

