St Mary's Church
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PARISH NURSING ASSISTANT AT ST MARY'S CHIPPING NORTON

Overview

St Mary's is a growing parish church, committed to Word and Spirit ministry. Our stated mission is *"Living in God's love, Living out God's love".* It is an exciting place to be, with steady growth, huge community engagement and a real drive to continue in our mission in creative and innovative ways. St Mary's Church works very closely with The Branch Trust, a charitable organisation which grew out of the work of St Mary's (www.thebranchtrust.org).

Following funding from the Helen Hamlyn Foundation through the Oxford Institute of Population Ageing, St Mary's is providing a Parish Nurse service, which includes a Healthy Ageing Hub to the local community of Chipping Norton and the surrounding villages. The Parish Nurse service is a new exciting opportunity to connect with the community through hub activities and also outreach, supporting people with their health and wellbeing, aiming to reduce health inequalities and promote good health and access to services in the local area. As part of this project, we are seeking an Assistant to support the Parish Nurse in the service. This role is ideal for someone with strong administrative skills, excellent attention to detail, and a heart to support the life and mission of the church.

Job terms and conditions

Job Title:	Parish Nursing Assistant for St Mary's Church, Chipping Norton
Place of work:	The Branch, 16 Market Place, Chipping Norton, OX7 5NA
Working Hours:	Part-Time (a guaranteed minimum of 12 hours per week, with up to 16 hours per week by agreement). These will generally be worked within normal office hours (8.30am-5.30pm).
Salary:	£13.50 - £15.00 per hour (depending on experience of successful candidate).
To report to:	Vicar Parish Nurse
Employer:	The PCC of St Mary's Church, Chipping Norton
Contract Term:	Fixed-term contract of two years, ending on [31.12.2028] (the appointment is linked to external funding; there may be an opportunity to extend beyond this subject to additional funding) Notice, any probationary period and the arrangements if funding ends early will be set out in the written statement of employment particulars.
Start date:	As soon as possible
Annual Entitlements:	6.6 weeks holiday pro rata, including bank holidays
Pension:	Workplace pension auto-enrolment in line with the statutory rules, depending on earnings and age.

To provide high-quality administrative support to the Parish Nurse of St Mary's Church. This will involve directly working with the Parish Nurse on coordination of Hub activities, particularly in relation to attendance bookings, transport, and volunteer

coordination, as well as supporting the running of the activities within the service. The role will also involve the recruitment and administration of a volunteer team to support the work of the Parish Nurse and hub activities.

This role is ideal for someone with strong administrative skills, excellent attention to detail, and a heart to support the life and mission of the church through behind-the-scenes work as well as someone who enjoys supporting in the facilitation of groups and activities in the community.

Core Responsibilities (time estimates are approximate percentages of the post-holder's working time):

Parish Nurse Ministry Support (90%)

- Provide administrative support to the Parish Nurse to enable the smooth running of hub activities, and community health initiatives.
- Respond to general enquiries by phone, email, and in person, offering a warm and professional welcome and handling confidential or sensitive matters appropriately.
- Attend hub activities, supporting volunteers and other facilitators with set up and activity delivery.
- Assist in coordination of activities with relevant church & Branch teams. Assist in coordination of external speakers and organisations to hub activities.
- Maintain accurate and confidential records, ensuring compliance with Parish Nursing, GDPR and safeguarding guidelines.
- Coordinate transport arrangements for older adults participating in church programmes or receiving support from outreach ministries, in line with the church's transport, insurance and safeguarding policies.
- Support reception duties at The Branch, providing occasional cover when needed.
- Working with the Parish Nurse support the recruitment, training, organisation and coordination of staff and volunteers involved in the Parish Nurse ministry, acting as DBS verifier. DBS checks will only be requested where the role is eligible, and at the level permitted by law.
- Liaise with Parish Safeguarding Officer and help to coordinate and promote the safer recruitment of volunteers
- Liaise with The Branch Trust Volunteer Coordinator regarding volunteer training and recruitment.
- Work with the Parish Nurse on website and social media content to promote the hub activities and work of the Parish Nurse
- When needed support the Parish Nurse to coordinate home visits and community contacts, in line with the church's lone-working and safeguarding procedures

Outreach Ministries Support (10%)

- Work alongside the CAP Life Skills Manager and Debt Centre Manager to support the development and day-to-day administration of their ministries.
- Assist with publicity, volunteer coordination, participant records, and monitoring & evaluation processes.
- To support the development of any further church Outreach Ministries.

Areas of Accountability:

- Uphold and reflect the Christian ethos and values of St Mary's Church in all interactions.
- Deliver administrative services to a high professional standard.
- Take initiative in improving office systems and processes, particularly around records management and GDPR compliance.
- Engage proactively with the church & Branch team and wider community

Person Specification:

Essential

- Experience working in an administrative or office-based team environment.
- Excellent organisational and time management skills, with the ability to prioritise tasks and meet deadlines.
- Strong IT literacy, including confidence using Microsoft Office and databases and demonstrable experience of ability to learn and embrace new software systems).
- High attention to detail, with a methodical and systematic approach to tasks.
- Strong interpersonal and communication skills, both written and verbal.
- Ability to handle confidential and sensitive information with discretion.
- Alignment with the mission and values of St Mary's Church.
- Christian faith, and a willingness to take part in staff worship and prayer and in the Christian ministry of the team (see Occupational Requirement below).

Desirable

- Experience working in a church or Christian organisation.
- Familiarity with ChurchSuite or similar church management software.
- Experience supporting outreach, pastoral, or healthcare ministries.
- Understanding of safeguarding and data protection practices.
- Experience working with or supporting vulnerable adults.

Personal Qualities

- Honest, reliable, and conscientious.
- Welcoming and approachable, with a heart for service.
- Able to work independently while being a strong team player.
- Flexible and adaptable, with a willingness to learn.
- Positive attitude and good sense of humour.
- Prayerful approach to work.

Occupational Requirement

St Mary's Church is a Christian organisation with an ethos based on Christian belief, and the Parish Nurse service is part of its Christian ministry to the community and all staff are expected to engage actively in staff worship and prayer as a part of the daily/weekly rhythm of our working week. This post is part of the Parish Nurse ministry team. The post-holder will be expected to take part in team prayer and worship; join in prayer with those the service supports as appropriate, where they wish it; and speak about the church's Christian ethos to hub participants, volunteers and partners. Having regard to that ethos and to the nature and context of these duties, it is an occupational requirement of this post that the post-holder is a Christian. The church considers this a proportionate means of achieving its legitimate aim of delivering the Parish Nurse ministry in line with its Christian ethos. This requirement is applied in reliance on the Equality Act 2010, Schedule 9, paragraph 3.

Additional Notes

- This job description is not exhaustive and may be subject to reasonable changes to duties, within the scope of the role, as required by the line manager. Changes to contractual terms will be made only by agreement or following proper consultation.
- The post-holder must adhere to all relevant church and legal policies, including those relating to health and safety, safeguarding, confidentiality, and data protection.
- Training will be provided to support ongoing professional and spiritual development in the role.
- A written statement of employment particulars, setting out notice, probation, sick pay and other terms, will be issued on or before the first day of employment.