



Job Information Pack

Nurture and Pastoral Care Worker

Barnsley Methodist Circuit (Barnsley South)

Closing date: **30th April 2025**

Interview date: **w/c/ 5th May 2025**

Job title:	Nurture and Pastoral Care Worker
Employed by:	Barnsley Methodist Circuit
Location:	Flexible across the five churches that make up the Barnsley South Church.
Reports to:	Accountable to the Managing Trustees of the Barnsley Methodist Circuit via an appointed Line Manager, Rev Claire Rawlinson.
Faith:	A faith is an essential requirement for this role. In accordance with Schedule 9 of the Equality Act 2010 it is an occupational requirement the successful applicant is a practicing Christian.
Key relationships: (Internal)	<ul style="list-style-type: none">• Rev Claire Rawlinson (Line Manager)• Members of the chapels and communities in Barnsley South• Multi-site Church Council• Leadership teams from each chapel• Pastoral visitors from across the Circuit
Purpose of role:	<ul style="list-style-type: none">• To work with the Minister to provide effective and ongoing pastoral care to members and adherents of the Barnsley South chapels.• To nurture and encourage discipleship in these chapels.• To build relationships with members and visitors in these chapels.
Main responsibilities:	
<u>Pastoral:</u>	
<ul style="list-style-type: none">• Establish a regular pattern with local Pastoral visitors of maintaining contact with members and adherents, particularly those in care or housebound.• Visit, as required those who are sick, bereaved or identified as vulnerable or needy.• Maintain and explore relationships in local care homes for services and regular visits.	
<u>Nurture:</u>	
<ul style="list-style-type: none">• Encourage members and adherents to explore and enrich their faith journey.• Initiate and support small groups for fellowship/study.• Support new chapel initiatives.• Be seen as an identifiable Church presence at community and chapel events.• Support any chapel which develops close links with a local school.	
<u>Administrative:</u>	
<ul style="list-style-type: none">• Keep adequate records of all work and visits undertaken.• Ensure personal details of all members and adherents are kept up to date and stored according to Circuit requirements.• To keep abreast of new resources and methodologies.	
<u>Safeguarding:</u>	
<ul style="list-style-type: none">• Ensure that pastoral visitors have relevant safeguarding training and that they have been safely recruited in line with Methodist policy and process.	

Other requirements:

- Prepare and deliver reports, as asked to do so, to relevant Church and Circuit meetings.
- Maintain a good understanding of the culture of the Barnsley Methodist Circuit.
- As requested by your Line Manager, undertake all other reasonable duties that support the evolving mission in Barnsley South and the wider Barnsley Circuit.

Summary of terms and conditions:

Contract type:	Part-time, permanent.
Working hours:	20 hours per week.
Work pattern:	A flexible working pattern, to include evening and weekend working.
Rate of pay:	£13.88 per hour (£14,435 Actual Salary)
Location:	Working flexibly across the Barnsley South group of Chapels.
Annual leave:	Leave for a full-time employee is 33-days inclusive of public holidays. Leave for a part time employee is calculated pro-rata to this.
Pension:	There is a contributory pension scheme to which eligible staff will be auto enrolled. Employees who do not meet the auto enrolment criteria are eligible to join the Scheme, subject to certain provisions.
Probationary period:	Offers of employment are conditional on the satisfactory completion of a 6-month period of probationary service. We reserve the right to extend this up to a maximum of 12-months.
DBS disclosure:	Offers of employment are conditional on a satisfactory enhanced disclosure from the Disclosure & Barring Service (DBS).
Right to work:	Offers of employment are conditional on the successful applicant demonstrating the right to live and work within the United Kingdom as required by the Immigration Asylum and Nationality Act 2006.
Training:	<p>There will on occasion be the need for training to be completed that is relevant to the role and to the requirements of the Methodist Church.</p> <p>Training costs will be met by the Circuit.</p> <p>This appointment is and remains conditional on the successful completion and any necessary refresher training in:</p> <ul style="list-style-type: none">- Methodist Church Foundation Module Safeguarding Training- Methodist Church Advanced Module Safeguarding Training

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	E	D	A
Training and Qualifications			
Good understanding and use of written and spoken English.	Yes		A, I
Knowledge, Skills and Experience			
Experienced in praying with and for others in a pastoral context.	Yes		A, I
Experience of working pastorally with people of all ages, from all backgrounds.		Yes	A, I
Good all-round understanding of pastoral ministry.			
An understanding of the importance of safeguarding; with a commitment to champion and promote the policies of the Methodist Church in this area.	Yes		A, I
Qualities and Aptitudes			
An active listener, friendly and sensitive, able to work with compassion.	Yes		A, I
Excellent organisation skills to plan and manage an impactful work schedule.	Yes		A, I
Able to react and adapt positively to changing priorities and circumstances in order to meet the current and future needs of our church communities.	Yes		A, I
Able to maintain pastoral confidences.	Yes		A, I
Able to express and communicate faith naturally and authentically.	Yes		A, I
Able to communicate with confidence, both verbally and in writing, in a culturally relevant way to all ages and backgrounds.	Yes		A, I
Able, willing and comfortable to work independently for periods of time and, as needed, to work as part of a small team.	Yes		A, I
Able to develop and maintain appropriate boundaries, demonstrating integrity and a commitment to confidentiality.	Yes		A, I
Any Other Requirements			
An active Christian that worships within the community or on appointment makes a commitment to embed themselves into the heart of Circuit life.	Yes		A, I
Be supportive of the ethos and charisms of the Methodist Church.	Yes		A, I
Awareness of and a sensitivity to issues of equality, diversity and inclusion and a commitment to the unique value of the individual in all aspects of life.	Yes		A, I
A commitment to work irregular hours, to include evenings and weekends.	Yes		A, I
A satisfactory disclosure from an enhanced DBS check.	Yes		DBS

Assessment:

A: Application form; **I:** Interview; **Q:** Proof of Qualification; **P:** Presentation; **E:** Exercise

Next steps:

We encourage enquiries and welcome informal conversations about the role. In the first instance we ask that you direct these by email to [Ellie Peet](#).

- Contact the [Circuit Office](#) for an application form.

Anticipated timeline:

A start date as soon as possible is available and will be discussed at interview stage.

1. Closing date:	30 th April 2025
2. Shortlisting date:	1 st May 2025
3. Interview date:	w/c 5 th May 2025

1. We reserve the right to close the vacancy earlier than this date should a sufficient number of applications be received.
2. We will contact applicants after this date to let them know if we are progressing their application.
3. Interviews will be held in-person at Methodist premises in the Barnsley South area.

Adjustments:

Please let us know if you require adjustments making at any stage or to any aspect of the application process or provide us with any information that you feel relevant whilst we consider your application.

If you are selected for interview, we will ask if you have any access needs or if you require any reasonable adjustments to be made for the interview. Please be assured that we will be supportive in discussing reasonable adjustments at all stages of the recruitment process.

If you have any questions about how we recruit you can contact us by clicking [here](#).

Entitlement to work in the UK:

Any job offer will be conditional on you demonstrating the right to live and work within the United Kingdom as required by the Immigration Asylum and Nationality Act 2006. You will be asked to provide evidence of your entitlement should an offer of employment be made.

Experience, knowledge, skills, and abilities:

The person specification lists minimum requirements for this post. When shortlisting, the panel will only consider information that is written on your application form, and they will assess this information against the person specification. *Where CVs are submitted these will not be used to make shortlisting decisions.*

References:

Any job offer will be conditional subject to receipt of satisfactory references. We reserve the right to withdraw a conditional offer based on the references that we receive. One should be from your current or most recent employer, the second from a previous employment. It is important that both referees are able to comment on your suitability to the role.

Criminal convictions:

Anyone who applies to work with us will be asked to disclose details of unspent convictions. Whilst having a criminal record does not automatically bar you from working with us this will depend on the job that you have applied for and the nature of the conviction.

Data protection:

The information you provide will be held in the strictest confidence. We process information in line with our Privacy Policy and if you are successful in your application the information that we hold will be used to administer your employment with us. By making an application, we assume that you agree to the processing of your data in accordance with our Privacy Policy.

Equality, diversity, and inclusion:

Our aim is to have a workforce that reflects the diversity of talent and abilities drawn from across our community. In line with the Equality Act 2010, we will monitor the composition of our workforce to ensure it is representative and that staff are treated equally and fairly.

Unless stated that an 'Occupational Requirement' is in place for a vacancy, recruitment will be made on the basis of an applicant's ability and merit as measured against the job criteria.