



Job Information Pack

Lay Worker for Hospitality, Pastoral Care and Children

St Andrew's Psalter Lane Church, Sheffield, S11 8YL

Closing date: 22nd April 2025



**St Andrew's Psalter Lane Church is a joint
Church of England and Methodist Church,
celebrating what is best in each of the traditions,
building in creative and relevant ways.**

About St Andrew's Psalter Lane Church

St Andrew's Psalter Lane Church (SAPLC) is located in a residential area about a mile from Sheffield city centre. Membership is 125 with an average attendance of 75, mainly in the upper age ranges and with several younger families and a Junior Church of up to 12 members.

We are an inclusive church and seek to provide a place of warmth and welcome to all, enabling the continuation and development of activities which feed people, body, mind, and soul.

About the job:

We seek to appoint a Lay Worker to develop a ministry of hospitality and pastoral care with a particular focus on children and their parents, to develop and lead the work of the junior church and to engage with local families and schools.

Working arrangement:

A flexible working pattern is required, to include elements of evening and weekend working with at least two days free of responsibility each week.

Faith:

A specific faith is an essential requirement for this role and in accordance with the Equality Act 2010 it is an occupational requirement that the successful applicant is a practising Christian.

Next steps:

We encourage enquiries and welcome informal conversations about this exciting role. In the first instance direct these to Anna Calvert, Chair of the Ecumenical Church Council:
annacalvert1@gmail.com.

To download an application form, visit our website: <https://www.standrewspalterlane.org.uk>
Please return completed application forms by email to Mary Mitchell, Church Steward:
mary.e.mitchell14@gmail.com.

Anticipated timeline:

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

1. Closing date:	22 nd April 2025 (noon)
2. Interview date:	1 st May 2025
3. Anticipated start:	1 st August 2025



Job Title: Lay Worker for Hospitality, Pastoral Care and Children.
Employed by: St Andrew's Psalter Lane Church, Sheffield, S11 8YL.
Locations of work: St Andrew's Psalter Lane Church, Psalter Lane, Sheffield, S11 8YL.
Highfield Trinity Methodist Church, Holland Place, Sheffield, S2 4US.

Occupational requirement: An occupational requirement exists for the post-holder to be a practicing Christian in accordance with the Equality Act 2010.

Reports to: Accountable to the Managing Trustees of St Andrew's Psalter Lane Church supervised and line managed by the Minister with pastoral charge.

Key relationships:
(Internal)

- Support Group, the Ecumenical Church Council, the Minister
- Junior church team
- Volunteers at the Parent and Toddler Group

Key relationships:
(External)

- Local young families
- Local Schools
- The Diocese and the Circuit

Role objectives:

- To develop a Ministry of Hospitality and Pastoral Care with a particular focus on welcoming, nurturing, and growing relationships of faith with young families and discerning ways for communicating and connecting with the wider local community through a programme of special events and activities.
- To oversee the development of the Children's Ministry by co-ordinating a team for the planning and delivery of Junior Church, whilst also engaging with local and national events for children and young people.

Main duties:

- To co-ordinate ministry with the children, lead a team of volunteers in planning and leading Junior Church sessions and delivering Junior Church twice a month;
- To organise and oversee special events such as parties at Christmas or on Shrove Tuesday, providing a sense of community and welcome, invitation and opportunity for local children and their parents;
- To engage with Circuit, District and Diocesan Children and Youth activities;
- To build relationships with the 0-40s demographic within the church community, offering pastoral care and support to parents, young people and children;
- To develop a plan with the support of the Minister and Support Group, to build links between church and community and with local schools and nurseries;
- To co-ordinate the weekly community-based Parent and Toddler Group hosted by Highfield Trinity Methodist Church and form relationships with the families who attend that group;
- To positively represent SAPLC out and about in the community;
- To attend appropriate church, Circuit and Diocesan meetings as needed;

- To engage with appropriate professional development;
- To attend regular safeguarding training.

Other requirements:

- Maintain a good understanding of the culture, values and ethos of St Andrew's Psalter Lane Church, Highfield Trinity Methodist Church and the wider Methodist Church and Church of England.
- All other reasonable duties within the capabilities of the post holder that support the ministry and mission of St Andrew's Psalter Lane Church and Highfield Trinity Methodist Church.

Summary of terms and conditions:

Contract type:	Part-time, fixed term for 3-years (fully funded).
Working hours:	20-hours per week.
Working pattern:	A flexible working pattern is required, to include evening and weekend working. The successful applicant will have at least two days free of responsibility each week.
Rate of pay:	£15 per hour (£15600 actual salary) (£28860 full time equivalent).
Location:	St Andrew's Psalter Lane Church, 31 Psalter Lane, Sheffield, S11 8YL. Highfield Trinity Methodist Church, Holland Place, Sheffield, S2 4US.
Annual leave:	Leave for a full-time employee is 244.2 hours inclusive of public holidays, based on a working week of 37-hours. Leave for this post is calculated to be 132 hours, inclusive of public holidays.
Pension:	There is a contributory pension scheme to which eligible staff will be auto enrolled. Employees who do not meet the auto enrolment criteria may be eligible to join the Scheme, subject to certain provisions.
Probationary period:	Appointments and 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:	Appointments and offers of employment are conditional on a satisfactory enhanced disclosure from the Disclosure & Barring Service (DBS).
Right to work:	Appointments and 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:	We are an employer who wants to support your professional development. We will always consider relevant requests for continuing professional development (CPD). There may on occasion be a need to attend further training relevant to the Role and the requirements of the Church. Any such training will be undertaken in contracted hours or recorded as time off in lieu (TOIL).



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Reports to:	E	D	A
Training and Qualifications			
A recognised qualification in a related field of study to the role.	Yes		A,Q
Training in working with children, pastoral care and/or theology.		Yes	A,I
Knowledge, Skills, and Experience			
Experience of community outreach work.		Yes	A,I
Experience of community outreach work, in a church context.		Yes	A,I
Experience of working with young children and families.	Yes		A,I
Experience of using social media, able to engage innovatively with users.		Yes	A,I
Experience of delivering pastoral care.	Yes		A,I
Experience of supporting and motivating volunteers.	Yes		A,I
A familiarity with a broad variety of resources available for teaching and leading in Junior Church settings.		Yes	A,I
Experience of leading aspects of worship		Yes	A,I
Qualities and Aptitudes			
Able to maintain consistent professional boundaries, developing and nurturing working relationships with all, remaining resilient in the face of challenge.	Yes		A,I
Able to communicate in a culturally relevant, appropriate, and sensitive way to people of all ages from various backgrounds.	Yes		A,I
Able to respect confidentiality and respond appropriately to needs and concerns.	Yes		A,I
Able to work under pressure whilst maintaining integrity, and discretion; either independently or alongside others.	Yes		A,I
Able to embrace the fluid nature of the work, to initiate and respond to change, and to deal with the complexities that this can bring.	Yes		A,I
An active listener with strong interpersonal skills and an approachable demeanour.	Yes		A,I
An appreciation of how the work contributes to local community life.	Yes		A,I
Any Other Requirements			
A well-developed personal Christian faith, able to relate faith to everyday life with a commitment to embed into the heart of Church life on appointment.	Yes		A,I
A commitment to understand and engage with the Anglican and Methodist denominations and respect their discipline	Yes		A,I
A commitment to embed and promote good practice with Safeguarding, GDPR and Data Protection, in line with evolving Methodist policy and practice.	Yes		A,I
Awareness of and a sensitivity to issues of Equality and Diversity.	Yes		A,I
Satisfactory enhanced disclosure from the Disclosure and Barring Service.	Yes		DBS

Assessment: **A:** Application form; **I:** Interview; **Q:** Proof of Qualification.



Adjustments:

Please let us know if you require adjustments in 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. 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 the way that we recruit, do not hesitate to contact us.

Entitlement to work in the UK:

Any job offer and subsequent appointment will be conditional on 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 entitlement should an employment offer 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. CVs will not be used to make shortlisting decisions.

References:

Any job offer will be conditional, subject to the receipt of satisfactory references and we reserve the right to withdraw a conditional offer based on the references that we receive. One should be from your current or your most recent employer, the second from a previous and relevant work experience. 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 during the recruitment process. Whilst having a criminal record does not necessarily bar you from working for 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 clearly stated that an 'Occupational Requirement' is in place with a vacancy, recruitment will be made on the basis of an applicant's ability and merit as measured against the criteria for the job.

Other policies:

We have a range of policies and processes in place to protect you, to protect us and to safeguard those who use our services. You commit to work within and promote these at all times should a conditional offer of employment be made.