



Job Information Pack

Lay Pastoral Assistant

North Yorkshire Dales Circuit

Walk with Jesus – Witness to Others – Worship the Lord

Closing date: **8th June 2025, Noon**

Interview date: **w/c 16th June 2025**

Job title: Lay Pastoral Assistant
Employed by: North Yorkshire Dales Circuit
Location: Working across the communities of Swaledale and Richmond.
Reports to: Accountable to the Managing Trustees of the North Yorkshire Dales Methodist Circuit through an appointed Line Manager.

Purpose of role: Across the communities of Swaledale and Richmond:

- Support ordained ministry in Christian in providing effective and ongoing pastoral care for members, friends and adherents.
- Build relationships with members, friends and adherents.
- Nurture and encourage discipleship.

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 practicing Christian.

Main responsibilities:

Pastoral:

- Support, as part of a team, the pastoral life of the churches in Swaledale and Richmond, and those within the fringes of these communities, by visiting the sick, bereaved, or those identified as vulnerable and needy, encouraging discipleship and prayer.
- Provide Christian pastoral engagement at church and community events.

Nurture:

- Encourage members and adherents to explore and enrich their faith journey.
- Initiate and support small groups for fellowship/study.
- Support new chapel initiatives.

Administrative:

- Use IT effectively for record keeping and promotion of groups and events within your role.
- Keep adequate records of all work and visits undertaken, communicating this effectively and as requested by the Minister in Pastoral Oversight.
- Attend or report to Church Council Meetings as requested.
- 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.

Safeguarding:

- Ensure safeguarding knowledge is up to date 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 North Yorkshire Dales Circuit.
- As requested by your Line Manager, undertake all other reasonable duties that support the evolving mission in the North Yorkshire Dales Circuit.

Summary of terms and conditions:

Contract type:	<p>Part-time¹ Fixed Term Contract²</p> <p>¹We are flexible and interested to speak with people seeking part time hours, or those interested in a job-share arrangement.</p> <p>²Fully funded for 1-year, with the possibility of extending subject to additional guaranteed funding being secured.</p>
Working hours:	20 hours per week.
Work pattern:	A flexible working pattern, to include evening and weekend working, with at least two days free from responsibilities each week.
Rate of pay:	£14.69 per hour (£15278 Actual Salary / £28264 FTE)
Location:	Working across the communities of Swaledale and Richmond.
Annual leave:	<p>Leave for a full-time employee is 28-days inclusive of public holidays.</p> <p>Leave for a part time employee is calculated pro-rata to this.</p> <p>Leave for this post is calculated to be 112 hours inclusive of public holidays.</p>
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 3-month period of probationary service. We reserve the right to extend this up to a maximum of 6-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>This appointment is conditional on the successful completion of the Methodist Creating Safer Space Foundation and Advanced Module Safeguarding training, within the first 3 months of employment.</p>

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E = Essential, D = Desirable, M = Method of Assessment	E	D	M
Training and Qualifications			
Good understanding and use of written and spoken English.	Yes		A, I
Qualification in mission and/or theology.		Yes	A, I, Q
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.	Yes		A, I
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			
A robust and well-developed Christian faith.	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 local knowledge of Swaledale and/or Richmond.		Yes	A, I
Appropriate transport is essential due to the irregular nature of the public transport network in the area and the remoteness of some of our chapels.	Yes		A, I
A commitment to work irregular hours, to include evenings and weekends.	Yes		A, I
To be an active participant in any relevant communities of practice.	Yes		A, I
A satisfactory disclosure from an enhanced DBS check.	Yes		DBS

Method of Assessment:

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

Next steps:

General enquiries and informal conversations about the role are actively encouraged.

In the first instance we ask that you direct these by email to admin@nydalesmeth.org.uk

- Click [here](#) to download an application form.
- Click [here](#) to return your completed application form.

Anticipated timeline:

A start date is anticipated August/September 2025

1. Closing date:	8th June 2025
2. Shortlisting date:	9th /10th June 2025
3. Interview date:	w/c 16th June 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 within the North Yorkshire Dales Circuit.

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.