

BISHOP'S ADVISER FOR PASTORAL CARE OF THE CLERGY

DIOCESE OF ST EDMUNDSBURY AND IPSWICH

Person Specification

Essential

Knowledge/Experience:

- BACP Accredited counsellor or UKCP Registered Psychotherapist or equivalent.
- At least 5 years' professional experience.
- Awareness and experience of, and sympathy with, the work and ethos of the Anglican Church.
- A clinical practice based within the diocese, where clergy can confidentially be seen for assessment sessions.

Skills/Aptitudes:

- Good communication skills both oral and written.
- Able to work autonomously and to be self-directed yet relating creatively to a range of other disciplines and individuals.
- Well organised and administratively confident and competent.

Personal Attributes:

- Ability to maintain a high degree of confidentiality and good judgement in dealing with a wide range of issues.
- Professional in appearance and manner.

Desirable

- Experience of practising as a counsellor in an organisational context.
- Experience of administering organisational counselling provision: this would include managing referrals, maintaining ethical practice through contracting and appropriate record keeping, recruiting counsellors.
- Flexibility with working patterns – able to be responsive to varying times of need.
- Experience of leading/managing a team.
- Capacity to think theologically about pastoral care.

March 2025

JOB DESCRIPTION

Job Summary

To provide assessment and counselling support to the clergy in the Diocese. To lead on the provision of counselling and psychological/emotional support.

An honorarium of £1000pa is paid for the coordinating role plus fees / hourly rate for counselling and additional meetings.

Role related expenses are paid in full.

Main Duties and Responsibilities

- Assessment (and referring on as appropriate) of all clergy and Licensed Lay Ministers seeking help.
 - NB. should it be appropriate for the Adviser see the client her/himself for counselling, a professional rate per session will be paid, unless the client can be accommodated within the postholder's contractual hours. If this is the case, the postholder will charge a reduced fee to take account of their salaried remuneration for the hours of work used to see the client.
- Maintaining a network of counsellors within and across the diocese. This will include regular meetings with the team, ensuring that the quality of counselling is of a high standard, and ethically administered.
- The administration of all financial records, clear contracting and the handling of invoices for all counselling work.
- Maintaining the profile of clergy counselling via
 - Provision of publicity and use of the diocesan website.
 - Contact with new clergy moving into the diocese, giving information about clergy support
- Conducting an assessment of clergy need and structural stresses through organised opportunities for clergy to raise and discuss these. It is hoped that the Adviser may be able to utilise existing networks for this e.g. Deanery Chapters.
- Meeting with the Bishop(s) three times a year to provide feedback regarding the psychological issues affecting clergy and to discuss ways forward.
- The presentation of an Annual Report, in which there will be space for an overall analysis of the recurring issues (without reference to individual names) and a strategic overview of the culture in which ministerial work takes place, particularly where stress is at its highest.
- Meeting with Senior Staff as appropriate.
- Attendance at Regional Meetings of Advisers in Pastoral Care, held four times a year in Cambridge, where issues of clergy stress and wellbeing are discussed, and confidential support is offered and received.
- Consultative support with an external supervisor, reflecting on organisational dynamics and the wider picture. This to take place three times a year.