

Shop Team Leader

Chorley St
Laurence

Role Description and Person Specification

The Parish of Chorley, St. Laurence in the Diocese of Blackburn, Union Street, Chorley, PR7 1EB

The Church of England is committed to promoting a safe environment and culture for children, young people and vulnerable adults. Anyone appointed to this role will be expected to work within the relevant safeguarding policies and procedures, and to attend all required safeguarding training.

Role Description

Main purpose of the role	To enable the Shop Team to work effectively and efficiently
What the role involves	<p>You will be expected to:</p> <ul style="list-style-type: none">• Be aware of and comply with all relevant safeguarding requirements• Ensure the environment is safe for everyone involved• Know how to respond to and report any safeguarding concerns or allegations• Ensure that personal data is stored securely• Attend meetings for your support, guidance or supervision
When and where you will be doing it	During Shop Opening Hours and at any other time as required
Disclosure and Barring Service check	No DBS check is required.
To whom you will be responsible	PCC
Safeguarding training requirements	<p>The following safeguarding pathways will need to be completed:</p> <ul style="list-style-type: none">• Basic Awareness• Foundation• Domestic Abuse
Support you will be given	All necessary support and training will be given
Other information	<p>This person will -</p> <ul style="list-style-type: none">oversee an exceptional customer experiencedrive salesensure staff levels are adequateensure all volunteers receive training

Person Specification

Knowledge, skills, experience, personal attributes, qualifications or other requirements

This role requires someone who:

- Pays attention to detail
 - Understands and maintains appropriate boundaries of confidentiality
 - Has access to the internet and is confident using email
 - Has good administrative skills
 - Has good communication skills
 - Has good computer skills
 - Builds good relationships with tact and sensitivity
 - Is an encourager, able to nurture skills in others
 - Is approachable and empathetic
 - Is punctual
 - Is willing to develop skills and to engage with training
 - Treats everyone with respect and dignity
 - Works well as part of a team
 - Is physically able to cope with the role
-

Additional Information

The following information is relevant to **everyone** who has a role in the church.

Promoting a Safer Church	Everyone must read and have access to the Church of England's safeguarding policy statement entitled Promoting a Safer Church .
---------------------------------	---

Training	Everyone must undertake training that is relevant to the role. Most safeguarding training can be completed online via the Church of England's Safeguarding Training Portal . However, face-to-face training will be provided to anyone who can't access the online portal. Safeguarding training needs to be refreshed every three years.
-----------------	---

Policies and Procedures	Everyone must read and comply with any relevant policies and procedures that have been approved by the PCC.
--------------------------------	---

St. Laurence's is a Registered Charity No. 1175130

Document Approval

This document was approved by Neil Kelley on 04/07/2025.