



ST LAURENCE'S CHURCH

UNION STREET, CHORLEY, LANCASHIRE, PR7 1EB



ST LAURENCE'S CHURCH

JOB DESCRIPTION

OFFICE CO-ORDINATOR

For further details and application form, please contact

Lucy Hubberstey

Email: hr@stlaurencechorley.co.uk



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St. Laurence's Church

Located in the town centre of Chorley, St Laurence's church is a busy parish church where we have our local community at the heart of our mission.

Our church community is growing and vibrant with a diverse range of activities taking place outside regular service times. Our Electoral Roll is presently 228 and we have on average just over 200 people regularly attending weekend worship, and around 30 on weekdays.

In addition to our Church Building we have a Refectory, a Parish Office, Upper Room and Gift Shop.

We have a very close working relationship with our Church Primary School and Chorley Council. In addition to parochial duties, the Rector is also Assistant Archdeacon with responsibility for Blackburn Diocese clergy well-being, Chaplain to the Mayor of Chorley and priest-in-charge of the neighbouring St. Peter's Church.

The Wellness Hub

The Wellness Hub operates out of St Laurence's church. Chorley itself, according to the latest government website statistics, is in the in the bottom 15% most deprived areas in the UK. The Wellness Hub, which was officially launched in 2023 and is open throughout the week aims to serve the local community and meet their needs by providing 'whole person wellness'.

The key aims of the Wellness Hub are to:

- to meet local needs by providing 'whole person wellness'
- have a transformative impact on our local community
- provide a warm space where everyone is included and welcome

Find out more about St Laurence's Church and the Wellness Hub and the community services it provides [on our website here](#).

Role

The purpose of the role is to ensure the smooth running of the church by having a strategic overview of all details for services and events, delegating where necessary.



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This post is key in enabling growth in the ministry and mission in our parish, in line with the Diocesan Vision, Healthy Churches Transforming Communities.

As a faith-based organisation and place of Christian worship, our beliefs are foundational to everything we do. The post-holder will be expected to be sympathetic to these beliefs and work actively to support our ministry and vision. There may be times they are required to organise someone to pray with visitors or guests who may be in distress.

This position requires a degree of professionalism, resilience and the ability to work in an ever-changing environment, where multi-tasking is essential. Equally the post-holder will need confidence and proven organisational, financial, IT, communication and interpersonal skills, as well as being proficient in Microsoft applications such as word, Sharepoint and excel.

The post holder would be employed by the PCC and would work under the direction of the Rector, working closely with a large number of volunteers, as well as a paid part time Wellness Hub Co-ordinator and the Rector's part time PA.

Duties & Responsibilities

The main duties and responsibilities of the role are detailed below:

1. Completing the introduction of the Hubb Church web-based bookings system and managing the logistics for all bookings and room hire, delegating where necessary
2. Producing a monthly operational update covering all logistical details of special activities and services
3. Answering general enquiries, taking messages and directing visitors to appropriate contact, keeping a pastoral awareness at all times
4. Dealing with daily emails and phone calls (including answerphone)
5. Producing the weekly Notices sheet
6. Maintaining office supplies
7. Maintaining spreadsheets for funerals, baptisms and weddings, migrating to Hubb Church from excel where needed
8. Updating Parish Databases and Electoral Roll (using Hubb Church)
9. Supporting the work of a large volunteer team as required, especially in the area of hospitality rotas.
10. Supporting the social media team as required
11. Researching potential future community grants and monitoring dates open for applications using Sharepoint
12. Bid writing, submitting applications for new community grants and monitoring of grants awarded – this requires working with our Treasurer & Wellness Hub Co-ordinator to



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understand need and budget. Training will be provided on current system in place for grant applications and monitoring

13. Assisting in the production and collection of chronological evidence as required by the awarding bodies and completing required grant monitoring reports – this requires working with our Wellness Hub Co-ordinator
14. Attend Chorley Councils Online Network Together Meetings (usually every 3 months)

For all post-holders

Ensuring that confidentiality is maintained at all times. This includes managing both online and paper documents in an appropriate way and having a working knowledge of GDPR compliance and practice.

Being responsible for contributing towards a safe, secure healthy working environment

Promoting and fostering St Laurence's reputation and standing within the community

Being part of the 'Staff Member on Site' rota when the Taste Café operates

Undertaking any other duties which may be reasonably required

Job Description

Job Title:	Office Co-ordinator
Hours:	30 hours, days and times to be agreed (potential for compressed hours) some flexibility of hours may be required for the post-holder to attend occasional evening or weekend meetings (or specific overtime may be agreed in advance). It will also be possible for this to be largely 'term-time' working hours for the right candidate
Term:	Permanent
Location:	St Laurence's Church Chorley, PR7 1EB
Salary:	£15 per hour • 30 hours annual salary: £23,400



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	Any overtime needs to be agreed In advance with the rector or Churchwardens and would be paid at the hourly rate.
Annual Leave:	28 days (pro-rata), includes bank holidays
Probationary Period:	There will be a six-month probationary period with a three-month review point. An appraisal will take place to confirm completion of the probationary period and appraisals will take place annually thereafter. During the probationary period one week's notice of termination of employment will be required on either side; thereafter one month's notice on either side will be required.
Further Terms and Conditions:	The detailed terms and conditions will be contained in the post-holders Contract of Employment

Person Specification

Requirement	Essential or desirable?	How assessed? Application form (AF) and Interview (I)
Qualifications degree or relevant diploma	Desirable	AF
Experience - experience of working in similar role - experience of church ministry/mission - experience of premises management - general accounting - experience of accounting software	Essential Desirable Desirable Essential Desirable	AF & I AF & I AF & I AF & I AF & I
Knowledge Sympathy with the aims, mission and values of the Church of England	Essential	AF & I



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Skills and competencies		
• excellent interpersonal communication skills – written and oral	Essential	AF & I
• very strong attention to detail	Essential	AF & I
• general office and clerical skills	Essential	AF & I
• confident IT skills (excel, Office Suite, SharePoint, Hubb Church)	Essential	AF & I
• strong planning skills with ability to work independently and manage workload	Essential	AF & I
• excellent organizational skills	Essential	AF & I
• ability to work flexibly and to have a commitment to a healthy work/life balance	Essential	AF & I



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Personal Attributes		
• sensitive listener	Essential	AF & I
• experience of dealing with matters of confidentiality or sensitivity with compassion	Essential	AF & I
• ability to make decisions and take initiative	Essential	AF & I
• motivated to deliver high quality output	Essential	AF & I
• ability to manage the unexpected	Essential	AF & I
• enjoy learning and new experiences	Desirable	AF & I
• Comfortable praying with staff, volunteers, members and guests	Desirable	AF & I

Application Process

If you wish to apply for this post, please email Lucy Hubberstey on hr@stlaurencechorley.co.uk to request an application form.

Timeline (revised as of 21.11.25! please disregard any previous set of dates)

- Closing date for applications: 5pm Friday 28th November 2025
- Interviews: Tuesday 2nd December 2025
- Start date: 10th January 2026 or very soon after

PLEASE NOTE: Any successful appointment is subject to satisfactory references, DBS clearance (basic) and appropriate safeguarding training.