

# IT and tech support

Chorley St  
Laurence

## Role Description and Person Specification

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

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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

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<b>Main purpose of the role</b>	To offer IT and technical support to the staff team where needed
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<b>What the role involves</b>	You will be expected to: <ul style="list-style-type: none"><li>• Be aware of and comply with all relevant safeguarding requirements</li><li>• Ensure the environment is safe for everyone involved</li><li>• Know how to respond to and report any safeguarding concerns or allegations</li><li>• Ensure that personal data is stored securely</li></ul>
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<b>When and where you will be doing it</b>	The role can be done remotely and the PCC will provide you with a laptop
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<b>Disclosure and Barring Service check</b>	No DBS check is required.
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<b>To whom you will be responsible</b>	Rector
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<b>Safeguarding training requirements</b>	The following safeguarding pathways will need to be completed: <ul style="list-style-type: none"><li>• Basic Awareness</li><li>• Foundation</li></ul>
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<b>Support you will be given</b>	Regular access to volunteer support and any training if required
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**Other information** Microsoft 365 Administration (using the 365 Admin portal):

- setting up new accounts
- assign and reassign 365 licences where necessary
- resetting passwords where necessary
- assisting with other adhoc 365 admin requests
- raise support ticket requests when required

Sharepoint Administration:

- manage permissions
- create new document libraries when necessary
- create Sharepoint lists to improve operational efficiency when necessary
- manage and evolve the Sharepoint pages to keep them up to date using the page edit functionality
- provide training to new users where necessary
- evolve the functionality to further improve operational efficiencies

Other

- responsibility for the website domain
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## Person Specification

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**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
  - Is punctual
  - Treats everyone with respect and dignity
  - Works well as part of a team
  - Is physically able to cope with the role
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## Additional Information

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

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**Promoting a Safer Church** Everyone must read and have access to the Church of England's safeguarding policy statement entitled [Promoting a Safer Church](#).

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**Training** Everyone must undertake training that is relevant to the model. 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.

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

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