

Site Facilitator

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 help with the logistics of preparing rooms and spaces with the required furniture for church and external bookings. This would generally take place outside of activity/meeting times.

What the role involves You will be expected to:

- Move tables and chairs between rooms so that the requested resources are available for each booking. Report any furniture damages to Office Coordinator Liaise with other church workers when required be flexible
- 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 At St. Laurence's Church, Refectory and Upper room

Disclosure and Barring Service check No DBS check is required.

To whom you will be responsible Church Coordinator

Safeguarding training requirements The following safeguarding pathways will need to be completed:

- Basic Awareness
- Foundation

Support you will be given H&S training, access to volunteer support as required

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 good communication skills
 - 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 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.

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