

# CAP Volunteer

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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**Main purpose of the role** To support the efficient and safe running of the Christians Against Poverty (CAP) Debt Centre and services

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**What the role involves** You will be expected to:

- 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
- Training requirements On-site induction CAP safeguarding training Raising awareness of domestic abuse training CAP befriender training CAP life skills training Boundaries Neurodiversity training Introduction to mental health and wellbeing Introduction to conflict Effective communication First Aid
- Ensure that personal data is stored securely
- Attend meetings for your support, guidance or supervision

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**When and where you will be doing it** CAP Befriender - at St Laurence's Church, occasionally in people's homes.

CAP Life Skills – at St Laurence's Church

Publicity visits – at various locations in the local area

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**Disclosure and Barring Service check** An enhanced check is required for adult workforce.

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**To whom you will be responsible** Rachel Gilkes (CAP Debt Centre Manager)

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

- Basic Awareness
- Foundation
- Domestic Abuse

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**Support you will be given** Access to mental health and wellbeing activities and groups

Pastoral support from CAP debt centre manager

Supervision from CAP debt centre manager

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**Other information** Training Requirements:  
On-site induction  
CAP safeguarding training  
Raising awareness of domestic abuse training  
CAP befriender training  
CAP life skills training  
Boundaries  
Neurodiversity training  
Introduction to mental health and wellbeing  
Introduction to conflict  
Effective communication  
First Aid

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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
  - 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
  - Regularly attends church services
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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 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.

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

## Document Approval

This document was approved by Neil Kelley on 30/06/2025.