

Art Gallerist

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	We are looking for a Gallerist (voluntary) to join the Team at St. Laurence's overseeing the Art Exhibitions that take place in the main church space.
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What the role involves	You will be expected to:
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- 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

When and where you will be doing it	Currently the opening times for the Gallery (and Café/Gift Shop) are Tuesday – Friday 11am-1.30pm.
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There will also be some specific one-off events at weekends organised by the Church or Chorley Council (Heritage Days, Chorley Bake off, Picnic in the Park, Chorley Flower Show, Light Classics concerts etc) and we always endeavour to open during those times when there are a lot of people in town.

Disclosure and Barring Service check	No DBS check is required.
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To whom you will be responsible	Church Coordinator
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Safeguarding training requirements	The following safeguarding pathways will need to be completed: <ul style="list-style-type: none">• Basic Awareness• Foundation• Domestic Abuse
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Support you will be given	The person appointed would meet periodically with the Church Coordinator for support
Other information	<ul style="list-style-type: none"> • To search out and invite monthly exhibitors to be part of the schedule of Exhibitions, networking with local artists and art groups (local schools may be included in this). • To assist the monthly exhibitors with any advice or practical help with the setting up and taking down of exhibitions. • To attend the monthly Operations meetings as and when required • To help promote St. Laurence's as a place where the arts and general wellbeing are given a high priority. • To suggest any developments to the work of the Gallery as you may wish to introduce. • To work closely with the Church Coordinator to ensure that all lines of communication are clear between exhibitors and church. • Review artwork intended to be displayed to ensure it meets the criteria for what is deemed suitable.

Person Specification

Knowledge, skills, experience, personal attributes, qualifications or other requirements	<p>This role requires someone who:</p> <ul style="list-style-type: none"> • 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 • Builds good relationships with tact and sensitivity • Is approachable and empathetic • 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.

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.

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 25/07/2025.