



**ST LAURENCE'S  
CHURCH**

UNION STREET, CHORLEY,  
LANCASHIRE, PR7 1EB



# **ST LAURENCE'S CHURCH & WELLNESS HUB**

## **JOB DESCRIPTION: HR Coordinator**



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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, Small meeting 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](#).

## HR Coordinator – Role Description

Hours: 10 hours per week

Pay: £15 per hour

Contract: Fixed-term, 12 months

Accountable to: Church Coordinator

Location: Hybrid arrangements (but you will be required to attend on-site Staff Meeting Thursdays 0930-1100)



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## Purpose of the Role

To coordinate all aspects of recruitment and onboarding, ensuring processes are well-organised, timely, and compliant with the Church of England's Safer Recruitment and People Management guidance. The post-holder will also work with and develop a small team of volunteers so that they can confidently take forward the work at the end of the contract.

## Key Responsibilities

- Coordinate the full recruitment online process from advertising to appointment, working closely with the Volunteer Support lead on volunteer recruitment, utilising digital tools to create application forms and automate processes.
- Arrange interviews, communicate with candidates, and prepare necessary paperwork, liaising closely with volunteer interview team members.
- Ensure all safer-recruitment requirements are completed, including references, DBS checks (where appropriate), and documentation, with reference to the Safeguarding Team.
- Maintain accurate, confidential records in line with GDPR and Church of England expectations.
- Support the organisation of induction processes for new starters, including safeguarding training.
- Work alongside volunteers, providing guidance, training, and gradual handover of tasks.
- Develop clear processes and documentation to support long-term sustainability.
- Support HR and general administration as required.

## Person Specification

### Essential

- Strong organisational and administrative skills.
- Excellent communication and attention to detail.
- Ability to work well with people of all experiences, abilities and backgrounds
- Ability to handle confidential information appropriately.
- Excellent IT skills.
- Understanding of safeguarding principles and willingness to work within safer-recruitment expectations.
- Ability to support and encourage volunteers.

### Desirable

- Experience in HR or recruitment administration.
- Familiarity with Church of England structures or parish life.

## Safeguarding Statement

This role must be carried out in line with the Church of England's Safer Recruitment and People Management guidance. Appropriate safeguarding training will be required.



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## Key relationships

Safeguarding and Volunteer Support Officer

Church Coordinator

Rector's PA

Kitchen Manager

Safeguarding Team

Wellness Hub Team

## Application Process

To meet the safer recruitment requirements of the Church of England, applications must be submitted using the form which can be accessed here:

We regret that CVs with covering letters cannot be considered.

For further information on the Church of England's Safer Recruitment processes please see <https://www.churchofengland.org/safeguarding/safeguarding-e-manual/safer-recruitment-and-people-management-code-practice>

## Timeline

Applications close: 5pm Thursday 25<sup>th</sup> June 2026

Shortlisting: Friday 26<sup>th</sup> June 2026

Interviews: Tuesday 30<sup>th</sup> June 2026

Start Date: ASAP

For further details please contact Lucy Hubberstey  
Email: [hr@stlaurencechorley.co.uk](mailto:hr@stlaurencechorley.co.uk)