



ST LAURENCE'S CHURCH

UNION ST, CHORLEY PR7 1EB

Job Description

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| Job Title: | Wellness Hub Co-ordinator |
| Hours: | 12 hrs per week (days and times to be agreed) Some flexibility of hours may be required for the post-holder to attend occasional evening or weekend meetings (or specific overtime may be agreed in advance) |
| Term: | Fixed Term The post is offered for a fixed term of 3 years |
| Location: | Hybrid A combination of working from home and onsite at St. Laurence's Church, Chorley, PR7 1EB as and when needed. Thursday mornings at 9.15 will be on site for a weekly staff meeting update. |
| Salary: | £7138 (£11.44 ph) per annum Paid monthly in arrears by direct transfer. Remuneration will be reviewed annually. Any overtime needs to be agreed in advance with the Rector or Churchwardens and will be paid at the hourly rate. |
| Annual Leave: | 28 days (pro-rata), includes bank holidays Leave should be arranged in advance with the Rector. |
| Further Terms and Conditions: | The detailed terms and conditions will be contained in the post-holders Contract of Employment. There will be a six-month probationary period with a three-month review point. An appraisal will take place to confirm completion of the probationary period and appraisals will take place annually thereafter. During the probationary period one week's notice of termination of employment will be required on either side; thereafter one month's notice on either side will be required. The Rector will review regularly with the post-holder duties and responsibilities and discuss development, and opportunities for training |
| Role: | We are looking for an organised and experienced Co-ordinator to come and join St Laurence's Church on a part-time basis to support our ministry as part of St Laurence's Wellness Hub. The key aims of the Wellness Hub are to: |

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| | <ul style="list-style-type: none"> • 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 <p>The Wellness Hub provision has highlighted the prevalence of mental health issues which exist for many of the people we see at St Laurence's. In August 2023 we also conducted a community survey which identified requests from our local community to provide further mental health support. There is also a rising rate of suicide in our local community as identified by our local council with Chorley having the second highest suicide rate in Lancashire. To help with this The Wellness Co-ordinator will be responsible for organising a new programme of mental health offerings and facilitating their delivery whilst also collecting and analysing feedback to present as monitoring data back to any funding institutions.</p> <p>This post is key in enabling growth in the ministry and mission of the parish, in line with the Diocesan Vision, Healthy Churches Transforming Communities.</p> <p>As a faith-based organisation and place of Christian worship, our beliefs are foundational to everything we do. The post-holder will be expected to be sympathetic to these beliefs and work actively to support our ministry and vision.</p> <p>This position requires a degree of professionalism, resilience and the ability to work in an ever-changing environment, where multi-tasking is essential. Equally the post-holder will need confidence and proven organisational, financial, communication and interpersonal skills, as well as being proficient in Microsoft applications such as word and excel.</p> <p>The Wellness Hub Co-ordinator would be employed by the PCC and would work under the direction of the Rector, working closely with a large number of volunteers.</p> |
| <p>Context:</p> | <p>St. Laurence's is the ancient parish of Chorley, dating back to the 1300s, it is a primarily residential and the church provides focal points for various community</p> |

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| | <p>activities. The PCC is currently embarking on a Mission Action Plan to enable us to have a clearer sense of our vision, values and priorities as well as raising our profile in the local community. We provide a regular meal for the homeless and lonely (even on Christmas Day) and many of our members are actively involved in charitable causes.</p> <p>We are a growing and vibrant church community with a diverse range of activities taking place outside regular service times. Our Electoral Roll is presently 228 and we have on average 170 people regularly attending weekend worship, and around 30 on weekdays.</p> <p>In addition to our Church Building we have a Refectory, a large Parish Office, Upper Room and Gift Shop. We also run the 'pay what you can afford' Taste café and an art gallery from within the main church building. St. Laurence's Chorley is a Registered Charity no. 1175130</p> <p>We have a very close working relationship with our Church Primary School. In addition to parochial duties, the Rector is Chaplain to the Mayor of Chorley and serves as an Assistant Archdeacon in the Diocese.</p> |
| <p>Duties and Responsibilities:</p> | <ol style="list-style-type: none"> 1. Research and establish a schedule of new mental health courses and events to be delivered as part of the Wellness Hub programme 2. Organise 3 additional Life Skills courses over next 12 months as part of the Wellness Hub programmes working with the Life Skills Course leader to understand the requirements 3. Link with the local and regional partners e.g. NHS practice manager, Social Prescribing Team, NHS mental health services, Guild of Health and St Raphael, Parish Nursing UK & CAP 4. Provide administrative support to sustain and develop all elements involved in the Wellness Hub programme 5. Produce and oversee advertising materials and publicity (online/social media and physical) for all courses and events 6. Handle course enquiries and bookings 7. Work closely with the Ops Manager to ensure the smooth running of logistics for all bookings and room hire 8. Establish a system for collecting and analysing course feedback data and statistics, working with Project Administrator where necessary |

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| | <p>9. Complete the grant monitoring forms required by funders</p> <p>10. Support the Rector and PCC in promoting an awareness of the Wellness Hub in the wider Diocese and across Lancashire</p> <p>11. Attend a weekly admin meeting and other meetings as required</p> |
| Application Process: | If you wish to apply for this post, please send your CV with a covering letter (outlining why you think you are suited to this post) to jill@stlaurencechorley.co.uk |
| Timeline: | <p>Closing date for applications: Friday 24th May 2024</p> <p>Interviews: Thursday 30th May 2024 from 12pm</p> <p>Any successful appointment is subject to satisfactory references and appropriate safeguarding training</p> |

| Person Specification Requirement | Essential or Desirable? | How assessed? Application form (AF) and Interview (I) |
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| Qualifications <ul style="list-style-type: none"> • Good level of general education – GCSE at grade C or above in English and Maths or equivalent | Essential | AF |
| Experience <ul style="list-style-type: none"> • experience of working in similar role • experience of church ministry/mission | Essential Desirable | AF & I AF & I |
| Knowledge <ul style="list-style-type: none"> • sympathy with the aims, mission and values of the Church of England | Essential | AF & I |
| Skills and competencies <ul style="list-style-type: none"> • excellent interpersonal communication skills – written and oral • strong attention to detail • ability to analyse data and produce reports • confident IT skills (excel, Office Suite, Sharepoint) • strong planning skills with ability to work independently and manage workload across various projects • excellent organisational skills • ability to work flexibly • an understanding of mental health issue and is suicide awareness trained | Essential Essential Essential Essential Essential Essential Desirable | AF & I AF & I AF & I AF & I AF & I AF & I AF & I |

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| <p>Personal Attributes</p> <ul style="list-style-type: none"> • people orientated, friendly and a team player with good inter-personal skills • natural networker and motivator • ability to make decisions and take • understands the importance of healthy work/life balance • understands the importance of boundaries (time & relationships) and leads by example in the way they work | <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> | <p>AF & I</p> <p>AF & I</p> <p>AF & I</p> <p>AF & I</p> <p>AF & I</p> |
| <p>Initiative</p> <ul style="list-style-type: none"> • motivated to deliver high quality output • ability to manage the unexpected • able to work with multiple demands, and set personal and organisational priorities | <p>Essential</p> <p>Essential</p> <p>Essential</p> | <p>AF & I</p> <p>AF & I</p> <p>AF & I</p> |