**Employer:** [name of PCC]

**Salary: £**

**Full/Part-time:** hours per week.

**Fixed period:** if applicable (subject to funding)

**Office Base/workplace:**

**Accountable to:**

**Job Summary**

[Insert here]

**Responsibilities:**

**General**

* Take your own journey with God seriously.
* Take responsibility for your own health and safety.
* Comply with Diocesan safeguarding policy.
* Undertake any training as required.
* Comply with General Data Protection Regulations.

**Specific**

* [List in bullet point format the key tasks and responsibilities of the role]
* [Include any specific authorities like signing checks and DBS check requirements]

**Person Specification:**

Each of the following criteria will be assessed via: (a) application form; (i) interview

|  |  |  |
| --- | --- | --- |
|  | **Essential Requirements** | **Desirable Requirements** |
| **Qualifications** |  |  |
| **Experience** |  |  |
| **Personal Qualities** |  |  |
| **Knowledge and Skills** |  |  |
| **Work related** |  |  |

The post holder must be in sympathy with the aims and ethos of the Church of England and to fully support the objects and values of INSERT CHURCH NAME.

**This post will be subject to an enhanced DBS check.**

**Advertising Date:**

**Closing Date for Applications:**

**Interview Date:**

**For an informal chat for further information, please contact**: …………………………..