

## Parish Hall Supervisor

**Appointment Type:** Part-time, 12 months fixed-term contract **Working hours:** 15 hours per week **Location:** St Joseph's Parish Centre, Audley Range, Blackburn and Our Lady of Perpetual Succour Parish Hall, Highercroft, Blackburn **Salary & benefits:** £12 per hr, 25 days per annum plus statutory bank holidays and 5 Diocesan closure days (subject to pro-rata).

**About:** The parish of Holy Family & Our Lady of Perpetual Succour, Blackburn are seeking a suitably experienced Parish Hall Supervisor to maintain two clean, tidy, hygienic, and efficiently run parish centres, compliant with Health and Safety requirements for social and parish activities. The incumbent will be responsible for promoting the hall facilities in the local community in conjunction with the Parish Priest.

**What we are looking for:** We are looking for a person with sound organisational skills with an ability to plan and deliver to set timescales. The post holder will have excellent customer service and communication skills and be able to liaise with a diverse group of stakeholders. They will be able to maintain a high standard of cleanliness and ensure compliance with safety regulations.

**What you will need:** The successful candidate will have experience of providing first class customer service in a work context. They will be reliable and honest with the ability to project a friendly, professional manner, both in person and on the telephone. The post holder will need to be flexible and comfortable working alone and with others in a team.

**Safeguarding:** The Diocese of Salford is committed to safeguarding and promoting the welfare of children and young people. The post-holder will be expected to contribute to a positive culture of safeguarding within the organisation. **This post is subject to an Enhanced Disclosure by the Disclosure and Barring Service.** All employees of the Diocese are expected to work to promote the safeguarding of vulnerable groups.

They must familiarise themselves with and adhere to the procedures on how to deal with allegations or concerns of abuse and the Church's Safeguarding Policies and Procedures which can be found at <http://www.catholicsafeguarding.org.uk/national-safeguarding-standards/national-safeguarding-policy>

**Closing date for applications: 12 noon on Tuesday 7<sup>th</sup> May 2024**

Please visit our website: <https://www.dioceseofsalford.org.uk/news/vacancies/> where you can find further information including our Privacy Notice and / or to download an application pack.

For enquiries about the role, please email [HR@dioceseofsalford.org.uk](mailto:HR@dioceseofsalford.org.uk) or call 0161 817 2219

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