



Chorley United Reformed Church
Hollinshead Street
Chorley
PR7 1EP

Coordinator for the Refugee and Asylum Seeker Drop In Service

Thank you for your interest in our role and we hope that this information will help to answer any questions you may have.

We are looking for a Coordinator to lead our Refugee and Asylum Seeker Drop in service, to promote Chorley United Reformed Church's mission to reach out and care for those in need. If you are looking for an opportunity that will challenge and inspire you to support those in need this could be just the one for you. We are looking for those who have experience and knowledge of working with refugee and asylum seekers and are looking for an opportunity to make a difference. There is no requirement for you to be a Christian simply to be prepared to act within the Churches values.

Application Process

Please complete the application form attached using the job description and person specification to share your skills experience and knowledge that you know will demonstrate how you meet the requirements of the role.

Send your completed application by email to refugee.support@chorleyurc.org by Friday 24th September 2021.

If your application is successful then we will invite you for an interview which are scheduled to be held on 4th October 2021.

Contractual terms

The role is a fixed term contract for 12 months which may be extended subject to securing additional funding.

Your working week will be a total of 10 hours per week covering Wednesday and Thursday from 10am until 2pm with the remaining hours to be used for administration and planning.

You will accrue 56 holiday hours per annum this is calculated using number of working hours per week multiplied by 5.6 weeks the statutory entitlement.

Payment

Salary will be paid monthly and based on an hourly rate of £12.00 for 10 hours per week totalling £6240 per annum.

If you have any questions about this role then please call Andy Littlejohns Church Related Community Minister who will be the line manager for this role on 07860 339596.