



St. Paul's Church Ansdell & Fairhaven
Working in Unity To Share The Good News Of Christ

**Parish Church of
St Paul, Ansdell & Fairhaven**
Clifton Drive, Lytham St Annes,
Lancashire FY8 1BZ

Fundraising Shop Manager

Dear Potential Applicant,

Parish Office:
Lake Road North, Lytham St Annes,
Lancashire FY8 1AG
Tel. 01253 732939
Email. stpaulsoffice2@gmail.com
Charity Registration No. 1131961

Thank you for your interest in our Fundraising Shop Manager position. We hope this pack will enable you to consider if you could be the right person to join our team.

The Fundraising Shop occupies a key position within the life of St Paul's Church of England Church and the Ansdell and Fairhaven Community. It is visited by many regulars, some of whom, travel quite a distance. People come to browse and buy or a welcoming chat with staff and volunteers. We are grateful that we have generous donors and customers. We are currently only one of two second hand shops in Ansdell and the only Fundraising Shop.

Our recently clarified vision is that the Shop exists to enable St Paul's Church to serve its community by: supporting financially the work and needs of St Paul's, providing a place of welcome, meeting and prayer, supporting those most in need, and offering a place where people can explore the good news of Jesus.

In the coming months we will be introducing some new initiatives aimed at strengthening the link between the shop and the church. These will include 'drop-in at the shop' coffee sessions outside of trading hours, allowing customers to meet with members of St Paul's church and to use stock we cannot trade to resource other charitable causes.

While the Fundraising Shop Manager will not be responsible for these initiatives, the role will involve supporting and enabling the vision through the management of the shop. It also involves leading a team of staff and volunteers who provide a warm, friendly welcome to members of our community. It means the St Paul's Fundraising Shop has a different 'feel' from that of many other Fundraising shops. We currently have a team of approximately 20 committed, talented and hard-working volunteers, a mix of church members and others from the community.

We are looking for an enthusiastic person with good people skills who can effectively and efficiently manage the shop within our vision. To help you consider your application, please find enclosed:

- Job Description and Person Specification
- St Paul's Ethos Statement and 'Taste of St Paul's Church Life'
- St Paul's Equal Opportunity Policy and Recruitment of Ex-Offenders Policy
- Application form

The closing date for applications is: **12noon Wednesday 6th March**. Potential applicants will need to be available for a 'Trial Session' working in the Shop for 2 hour period during the week beginning 11th March 2019. Please return your application by post to the PCC Secretary c/o St Paul's Parish Office, Lake Road North, Lytham St Annes, Lancashire, FY8 1AG or by email to stpaulsoffice2@gmail.com

If you have any questions, please do call 01253 732939 for more information.

Yours sincerely,

P.A. Bye

Revd. Paul Bye *Vicar - Ansdell and Fairhaven, St Paul (on behalf of the St Paul's Parochial Church Council)*

OUR ETHOS

We are a Church of England Church serving the Parish of Ansdell and Fairhaven.

Our **identity** is that: *'By God's grace, we are a loving family of wholehearted disciples making other disciples.'*

This identity is founded in our faith, and feeds our mission, ministry, values and behaviour.

Our **mission** is that we exist: *'Working in unity to share the good news of Jesus.'*

The motivation for our mission and the ministry which flows from it comes from Christ's love compelling us and is therefore rooted in our faith in Christ.

Our **faith**:

The ultimate source of authority for our faith is the Bible. As a Church of England Church, our beliefs are those "revealed in the holy scriptures and set forth in the catholic creeds, and to which historic formularies of the Church of England bear witness".

This faith centres on God's underserved love in Jesus Christ. This grace forgives us, restores us to a right relationship with God, continues to change us to live Jesus' way in all of life, and sends us out to tell the world about him. It leads us to express Christ's love to those we serve outside the church and reflect it in our relationships with one another.

Our **values and behaviours**:

In line with our identity, mission and faith, we seek to live out the following values and behaviours in all areas of church life, including among our trustees, staff and volunteers:

- Treating one another with grace, compassion, respect, politeness, forgiveness and love
- Honesty and co-operation in our interactions
- Commitment to good stewardship of St Paul's finances and resources
- Keeping one another safe and those whom we serve
- Speaking the truth in love to one another

Our identity, which essentially comes from a relationship with Jesus Christ, means that for many of our positions (paid and voluntary) it is an occupational requirement that they are filled by committed Christians. To this end, we expect those in such positions to act in good faith, with loyalty to this ethos and to Christian standards of behaviour as taught in Church of England doctrine.

All staff and volunteers must understand and express sympathy with the Christian ethos, mission and ministry of St Pauls and do nothing that would be seen to undermine it.

Sunday Services

Thursday Family Service

Wednesday Coffee

Youth Group

Sunday Club

A Taste of St Paul's Church Life

St Paul's Fundraising Shop

Growth Group

Christianity Explored

Occasional Offices

Social Events

Midweek Communion

Pastoral Visiting Team



EQUAL OPPORTUNITY POLICY

1. Rationale

- 1.1. All people are made in the image of God and so are valuable and to be valued. The Parochial Church Council of Fairhaven and Ansdell St Paul (the PCC) is a Christian organisation which recognises its obligations under equality legislation and is committed to equality in all aspects of employment, volunteering opportunities and the provision of services.
- 1.2. Notwithstanding this commitment, the PCC also has a duty to uphold and promote its Christian ethos, mission and ministry. It therefore reserves the right to invoke the permitted exemptions under the Equality Act 2010, given its charitable status as a Church of England legal entity. Where an occupational requirement for a specific post is established, it will require the post-holder to be a committed, practising Christian of a recognised denomination.
- 1.3. All staff, volunteers and post holders must understand and express sympathy with the Christian ethos, mission and ministry of the PCC and do nothing that would be seen to undermine it.
- 1.4. The purpose of this policy is to provide a framework within which the PCC ensures its recruitment, provision of services, and activities adhere to current equality legislation and reflect its Christian ethos, mission and ministry.

2. Responsibility

- 2.1. It is the responsibility of the Vicar and the PCC to regularly review this policy, monitor its effectiveness and ensure that it is adhered to.
- 2.2. The PCC accepts responsibility under legislation for the actions of employees, and volunteers for any practices, policies or procedures that may be found to be unintentionally discriminatory and will strive to ensure that this is eradicated. It welcomes the input of staff, volunteers, and users to bring concerns to their attention.
- 2.3. Each employee, volunteer or office holder is responsible for their own compliance with this policy. The PCC will ensure employees are aware of their responsibilities under relevant legislation. Staff and volunteer training will take place through induction processes, training meetings or relevant handbooks.

3. Scope

- 3.1. This policy applies to all employees, volunteers and office holders.

4. Policy

- 4.1. The PCC will actively promote an environment which treats all people with dignity and respect and provides equality of opportunity for all.

4.2. Any form of discrimination is unacceptable to the PCC. However, the PCC reserves the right to place restrictions on certain roles or provisions in line with the Equality Act (2010) (see 1.2).

4.3. No individual or organisation connected with St Paul's activities shall hinder the positive implementation of this policy.

4.4. Christian ethos

4.4.1. All employees, volunteers and office holders should be aware that St Pauls and the PCC are legal entities within the Church of England and that Church of England doctrine and beliefs are those "revealed in the holy scriptures and set forth in the catholic creeds, and to which historic formularies of the Church of England bear witness". Where there is conflict between these and personal beliefs and values, it must be understood that employment may preclude the expression of personal views and values, no matter how deeply held, in the context of employment and professional duties.

4.4.2. Roles that involve significant leadership, key spiritual elements, or are central to fulfilling or maintaining our Christian ethos, mission and ministry will always be held by committed Christians. The expectation on those in such roles is to act in good faith, with loyalty to our ethos and to Christian standards of behaviour as enshrined in Church of England doctrine.

4.5. Recruitment

4.5.1. The PCC will ensure that no job applicant, employee or volunteer receives less favourable treatment on the grounds of age, sex, pregnancy or maternity leave, gender reassignment, marital status, disability, sexual orientation, race, religion or belief.

4.5.2. **Occupational requirement** - As a church seeking to deliver services within a Christian context, there are some posts which can only be filled by committed Christians, for example: Assistant Minister, Children, Youth and Family's worker, Verger, or Musical Director.

4.5.3. The nature of the post, the context in which it is carried out, and its link to the ethos, mission and ministry of St Paul's may give rise to an occupational requirement (OR) for the post-holder to be a committed, practising Christian of a recognised denomination. All staff in such posts are required to demonstrate a clear, personal commitment to the Christian faith. The exact expectations of this commitment will reflect the requirements of the role and be communicated on any job description/person specification.

4.5.4. The PCC will ensure that job descriptions, person specifications and application forms reflect the requirements for the job and make clear if there is an OR for the employee to be a committed Christian.

4.5.5. **Disability** - The PCC will ensure that people with disabilities are given equal opportunity to enter employment. In doing so, it will fully consider reasonable adjustments to working practices, equipment and premises to ensure that a person with a disability is not put at a substantial disadvantage due to their disability. In addition, where staff members acquire a

disability in the course of their employment, every effort will be made through reasonable adjustment to enable them to remain in the employment of the PCC.

4.5.6. Arrangements will be made to discuss with the employee or potential employee what reasonable adjustments to his or her job or working conditions or environment might assist him or her in the performance of his or her duties. The employee will also be encouraged to suggest any adjustments that he or she believes would be helpful. Careful consideration will be given to any proposals and, where reasonable and reasonably practicable, such adjustments will be made. There may, however, be circumstances where it will not be reasonable or reasonably practicable to accommodate proposals put forward by the employee.

4.5.7. **Recruitment of Ex-Offenders** –The PCC undertakes to comply fully with the DBS Code of Practice and to treat all applicants for positions fairly, where a DBS is required to assess applicants' suitability for positions of trust. Please see the Recruitment of Ex-Offenders Policy.

4.5.8. Some appointments within St Paul's are exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of the Offenders Act 1974 (Exemptions) Order 1975. An applicant is not entitled to withhold information about convictions which, for the purpose are 'spent' under the Provisions of the Act. St Pauls will not discriminate against someone with a spent conviction whilst at the same time ensuring the safety and rights of vulnerable people.

4.5.9. We will discuss any matter revealed in a disclosure with the person seeking a position before withdrawing a conditional offer of employment. Having a criminal record will not necessarily bar an applicant from being successful; this will depend on the nature of the position and the circumstances and background of the offences.

4.6. Services, Events & Activities

4.6.1. In offering services, activities and facilities the PCC will make every effort to make reasonable adjustments so that they are accessible and provided fairly to all people who seek to participate and are in accordance with the Church of England Canon law.

4.6.2. The PCC will make sure that all service users are treated with dignity and respect and will not have their status undermined.

4.6.3. The PCC reserves the right to withhold or withdraw its services or facilities to individuals or organisations whose purposes conflict with its own, where such purposes or proposed use would be contrary to the doctrine of the Church of England, conflict with elements of Christian belief, cause offence to people of Christian belief, or in situations in accord with provisions made under Church of England Canon Law or the Equality Act 2010.

4.7. Challenging Discrimination

4.7.1. The PCC will make sure that any degrading behaviour, bullying or harassment is challenged and treated seriously. The PCC will implement the Bullying and Harassment Procedure and Grievance Procedure to deal with the matter if evidence of such behaviour arises.

4.7.2. Any employee may use the Bullying and Harassment Procedure and Grievance Procedure to complain about discriminatory conduct. No individual will be penalised for raising such a grievance unless it is proved to be untrue and made in bad faith. Any complaints will be fully investigated.

4.7.3. Any discrimination or harassment proven to have taken place will be regarded as misconduct for the purposes of disciplinary procedures.

RECRUITMENT OF EX-OFFENDERS POLICY

1. As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974¹ (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), we comply fully with the code of practice² and undertakes to treat all applicants for positions fairly
2. We undertake not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed
3. We can only ask an individual to provide details of convictions and cautions that we are legally entitled to know about³ or where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended).
4. We can only ask an individual about convictions and cautions that are not protected
5. We are committed to the fair treatment of staff, potential staff or users of its services, regardless of race, gender, religion⁴, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background. Notwithstanding this commitment, the PCC also has a duty to uphold and promote its Christian ethos, mission and ministry. It therefore reserves the right to invoke the permitted exemptions under the Equality Act 2010, given its charitable status as a Church of England legal entity
6. We have a written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the start of the recruitment process
7. We actively promote an environment which provides equality of opportunity for all with the right mix of talent, skills and potential and, welcome applications from a wide range of candidates, including those with criminal records
8. We select all candidates for interview based on their skills, qualifications and experience
9. An application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts

¹ Full text available here: www.legislation.gov.uk/ukpga/1974/53

² DBS Code of Practice: www.gov.uk/government/publications/dbs-code-of-practice

³ Where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended.

⁴ See our Equal Opportunities Policy regarding the application of Occupational Requirements (OR).

and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position

10. We ensure that all those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offence (see below regarding Responding to DBS Disclosures & Information)
11. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974
12. At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment
13. We make every subject of a criminal record check submitted to DBS aware of the existence of the code of practice⁵ and make a copy available on request
14. We undertake to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

Responding to DBS Disclosures & Information

The Diocesan Safeguarding Officer must be contacted if an applicant discloses any information in the Confidential Declaration. Criminal record checks that are not clear (i.e. which contain information of, for instance, criminal convictions or cautions or additional information such as arrests) must always be referred to the Diocesan Safeguarding Adviser for advice and risk assessment.

Should the applicant not wish to complete the Confidential Declaration or a DBS check, which is entirely his / her choice, the application must not proceed further and must be terminated.

Additional Resources

In May 2013, legislation came into force that allows certain old and minor cautions and convictions to no longer be subject to disclosure.

Employers are no longer able to take an individual's old and minor cautions and convictions into account when making decisions. However, all cautions and convictions for specified serious violent and sexual offences, and other specified offences of relevance for posts concerned with safeguarding children and vulnerable adults, remain subject to disclosure.

In addition, all convictions resulting in a custodial sentence, whether or not suspended, remain subject to disclosure, as are all convictions where an individual has more than one conviction recorded.

Information regarding the filtering of old and minor cautions and convictions which are now 'protected' and thus not subject to disclosure to employers can be found at:

<https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates/filtering-rules-for-dbs-certificates-criminal-record-checks>

⁵ DBS Code of Practice: www.gov.uk/government/publications/dbs-code-of-practice