

Chanctonbury CHURCH

Parish Insurance Representative (Voluntary)

Purpose of the Post

To liaise between the parish and its insurers on all insurance matters.

Hours Involved

Approximately 1 hour per week

Main Responsibilities

- To be actively engaged with the parish insurers, ensuring they are aware of all key activities taking place within the church that have an insurance need.
- To arrange insurance renewals, and advise parish team.
- Distribute information regarding insurance as needed.
- To advise the parish team, including PCC, on insurance matters.
- To liaise with third parties regarding insurance matters.
- To attend quarterly meetings of the Joint Building Committee.
- To arrange inspections and risk reviews as requested by the insurers.
- To liaise with all relevant parties in the event of any claim being filed.

Person Specification

- A well organised individual.
- Previous experience in the area of insurance, ideally within charities.
- Able to interpret insurance docs and convey them well to others.
- A desire to see the church thrive with excellence in insurance.

To register your interest please email Andrew White, Head of Operations at andrew.white@chanctonbury.org.uk. Please include any relevant experience you may have along with a paragraph on why you are interested in the role.