

DIOCESE OF SALFORD

Job Title:	Cathedral Volunteer - Welcomer		
Parish:	The Cathedral Church of St John the Evangelist Salford		
Volunteer Reports to (job title):	Programme Co-ordinator		
Accountable to:	Programme Co-ordinator		
Responsible for:	Providing a Welcoming service to visitors and the congregation		
Location:	The Cathedral Church of St John the Evangelist Salford	Travel Required:	No
Position Type:	Volunteer		
Hours of Work:	Days of the week and times to be identified		
Overview and Job Purpose:			
To be an active member of the Cathedral Volunteer Programme by undertaking the duties of a Welcomer as described below			
Job Description:			
<ol style="list-style-type: none"> 1. Welcome people into the church and give general directions. 2. Help distribute newsletters/leaflets as required and answer any general questions. 3. Assist with security during services after training has taken place. 4. Tidy up the entrance area of the church as required. 5. Liaise with the Programme Co-ordinator. 6. Be aware of who is the designated first aider and if appropriate to administer first aid. 7. Comply with the diocesan safeguarding policy 8. Safeguard any children or vulnerable adults who may be present. 9. Be aware of basic health and safety guidelines. 10. Attend training as required. 11. Work alongside volition volunteers. 			
PERSON SPECIFICATION			
	<i>Essential</i>	<i>Desirable</i>	
Previous Volunteering Experience		<ul style="list-style-type: none"> • Any previous experience in welcoming, meeting and greeting people 	
Knowledge and skills:	<ul style="list-style-type: none"> • Good communication skills 	<ul style="list-style-type: none"> • Basic first aid • Awareness of Health & Safety requirements • Knowledge of the Cathedral 	

Personal qualities:	<ul style="list-style-type: none"> • Be courteous, reliable and trustworthy • Be personable and willing to chat with worshippers entering and leaving the Cathedral in order that they may feel welcome 	
Other requirements:	<ul style="list-style-type: none"> • This post is subject to an Enhanced Disclosure by the Disclosure and Barring Service. • All Volunteers of the Diocese are expected to work to promote the safeguarding of vulnerable groups. 	

The above description is not intended to be an exhaustive list but to indicate the main responsibilities of the volunteer. It may be amended from time to time, after consultation with the volunteer and the supervisor. Any changes will be agreed in conjunction with the Parish

References and Reports

- Two references will be required.
- This post is subject to the Safer Recruitment Process, and all applicants are required to complete a self-declaration and undergo an Enhanced Disclosure by the Disclosure and Barring Service. All volunteers of the Diocese are expected to work to promote the safeguarding of vulnerable groups.

Health and Safety: *All Volunteers are required to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions.*

Confidentiality: *During their period as a volunteer the post holder may gain knowledge of confidential matters which may include personal or business related matters. Such information must be considered with high levels of confidentiality and must not be discussed or disclosed. Failure to observe confidentiality could lead to disciplinary action.*

Safeguarding: *The Diocese of Salford is committed to safeguarding all children and vulnerable groups at risk within its community. The Diocese aims to embed a culture of safeguarding to prevent abuse and to provide support to individuals who have been hurt by abuse, taking the necessary actions to reduce the likelihood of further harm. All diocesan volunteers are expected to contribute to the creation of a safe environment, challenge inappropriate behaviours and report concerns in line with procedures.*

In fulfilling the duties of this role, the volunteer may come into contact with children or vulnerable adults. Therefore, they must adhere to diocesan safeguarding procedures.

The Dioceses will ensure that appropriate training and information is provided to each volunteer so that the volunteer is made fully aware of the Safeguarding processes.

Probationary period: *There is no probationary period as such, however there will be a review after each updated DBS check or as necessary.*

All Diocesan volunteers are expected to work with the highest standards of conduct at all times. Maintaining the respect and dignity for colleagues, clergy and visitors is essential. Volunteers are also expected to support the creation of a warm, pleasant and hospitable working environment.

Compiled By:	M. Laming
Reviewed By:	Cathedral Dean

I accept and agree with the details contained in this job description.

Signed by Volunteer:		Date:	
Signed by Cathedral Dean:		Date:	