

DIOCESE OF SALFORD

Job Title:	Cathedral Volunteer - Flower Arranger		
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:	Arranging flowers/displays at Salford Cathedral		
Location:	The Cathedral Church of St John the Evangelist Salford	Travel Required:	Unlikely
Position Type:	Volunteer		
Hours of Work:	Usually, though not exclusively, on alternate Friday evenings for 2-3 hours		
Overview and Job Purpose:			
To provide volunteer duties as part of the Cathedral Volunteer Programme by undertaking the duties of flower arranging as described below.			
Job Description:			
<ol style="list-style-type: none"> 1. Help to design and arrange the floral displays in the Cathedral 2. Clear away any perished plant materials 3. Maintain any existing displays 4. Be aware of basic health and safety guidelines 5. Liaise with other flower arrangers and the co-ordinator 6. Safeguard any children or vulnerable adults who may be present 7. Comply with the Diocesan Safeguarding Policy 8. Be aware of the different phases of the Church's year and recognise the importance of the Church calendar 9. Be aware of who is the designated first aider and if appropriate to administer first aid 10. Attend training as required 11. Work alongside volition volunteers 			
PERSON SPECIFICATION			
	Essential		Desirable
Previous Volunteering Experience			<ul style="list-style-type: none"> • Accessible creative skills
Knowledge and skills:	<ul style="list-style-type: none"> • Work in a clean and tidy way • Awareness of Health & Safety requirements using equipment (training will be provided) 		<ul style="list-style-type: none"> • Knowledge of seasonal flowers, assembling displays • Knowledge of the liturgical calendar

Personal qualities:	<ul style="list-style-type: none"> • Be reliable, honest and trustworthy • Have an interest in floral arranging • Be willing to work hard • Be willing to work to a rota 	
Other requirements:	<ul style="list-style-type: none"> • This post is subject to the Safer Recruitment Process and requires ID verification. • 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 provide verification of their ID. 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:	