

# DIOCESE OF SALFORD

<b>Role Title:</b>	<b>Cathedral Volunteer - Gardener</b>		
<b>Parish:</b>	The Cathedral Church of St John the Evangelist Salford		
<b>Volunteer Reports to</b>	Gardeners Coordinator		
<b>Accountable to:</b>	Cathedral Dean		
<b>Responsible for:</b>	Gardening and grounds maintenance within the Cathedral Estate		
<b>Location:</b>	The Cathedral Church of St John the Evangelist Salford	<b>Travel Required:</b>	No
<b>Position Type:</b>	Volunteer		
<b>Hours of Session:</b>	Days of the week and times to be identified, where possible		
<b>Overview and Role Purpose:</b>			
<ul style="list-style-type: none"> <li>• Support the Cathedral Estate, Facilities Team and other Cathedral Volunteers by undertaking the day-to-day maintenance of the gardens and ornamental areas.</li> <li>• Be a part of the wider Team of volunteers presenting the public face of the Cathedral Estate by providing gardening and grounds maintenance to a high standard.</li> <li>• To support the improvement in the appearance of Cathedral Estate and ensuring the grounds and perimeter of the Estate are safe and welcoming for parishioners, visitors, residents, clergy, and staff.</li> <li>• 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 behavior and report concerns in line with procedures.</li> <li>• 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.</li> <li>• 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.</li> <li>• All Diocesan volunteers are expected to collaborate 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 environment.</li> <li>• Probationary period: There is no probationary period as such, however there will be a review after each updated DBS check or as necessary.</li> </ul>			
<b>Role Description:</b>			

1. You must be familiar with and follow Diocesan Safeguarding Policies. This includes a commitment to Safeguarding all children and vulnerable groups at risk within the Community.
2. You are expected to contribute to the creation of a safe environment, to challenge inappropriate behaviour and report concerns to the Programme Co-Ordinator of Cathedral Dean.
3. To operate with a range of hand tools on a variety of tasks to your skills and aptitude (e.g., hoeing, weeding, planting, pruning and law edging).
4. Assist in larger tasks such as mowing and hedging under the supervision of the Cathedral Estate Team.
5. To collaborate alongside other existing volunteers to enhance the experience of the Cathedral for parishioners and visitors.
6. Maintain paths and drainage by clearing ground gutters and weeding and, in colder weather, spread grit/rock salt.
7. Carry out general litter picking in the grounds, ensuring external waste bins are emptied, clear and clean.
8. Ensure all plants pots and ornamental displays are regularly watered, weed free and tidy (e.g., in the Piazza and Cathedral House main entrance).
9. Volunteering alongside Volition Programme Volunteers.
10. Be aware of and adhere to basic Health and Safety guidance especially when working with tools and machinery. The next phrase is a repeat of what's listed are maintained.
11. This is an unsupervised volunteer role, and you may be required to supervise other volunteers undertaking similar roles.
12. This role will involve unsupervised and infrequent interaction with school groups, children and adults at risk of harm.

#### PERSON SPECIFICATION

	<i>Essential</i>	<i>Desirable</i>
<b>Previous Volunteering Experience</b>	Previous experience in a similar role and or a strong and committed interest in volunteering in gardening and grounds maintenance	Any experience in the landscaping/horticulture sectors
<b>Knowledge and skills:</b>	<ul style="list-style-type: none"> <li>• Some gardening experience.</li> <li>• Commitment to customer service</li> <li>• Understanding of Health and safety procedures</li> <li>• Good personal hygiene</li> <li>• Good attention to detail</li> <li>• Good communication skills</li> </ul>	
<b>Personal qualities:</b>	<ul style="list-style-type: none"> <li>• Be reliable, enthusiastic, and courteous</li> <li>• Be a good communicator</li> <li>• Be honest and trustworthy</li> <li>• Ability to follow instructions</li> </ul>	Creativity
<b>Other requirements:</b>	<ul style="list-style-type: none"> <li>• This post is subject to an Enhanced Disclosure by the Disclosure and Barring Service, the Safer Recruitment Process and requires ID verification</li> <li>• All Volunteers of the Diocese are expected to promote the safeguarding of vulnerable groups</li> </ul>	

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 Cathedral Dean.

**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 promote the safeguarding of children, young people and adults at risk.*

**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.*

Compiled By:	M. Pasini
--------------	-----------

Reviewed By:	Cathedral Dean
--------------	----------------

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

Signed by Volunteer:		Date:	
----------------------	--	-------	--

Signed by Cathedral Dean:		Date:	
---------------------------	--	-------	--