

DIOCESE OF SALFORD

Role Title:	Cathedral Volunteer - Welcomer		
Parish:	The Cathedral Church of St John the Evangelist Salford		
Volunteer Reports to:	Welcomers Coordinator		
Accountable to:	Cathedral Dean		
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 session:	Days of the week and times to be identified		
Overview and Role Purpose:			
<p>To be an active member of the Cathedral Volunteer Programme by undertaking the duties of a Welcomer as described below</p> <p>Safeguarding: <i>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.</i></p> <p><i>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.</i></p> <p><i>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.</i></p> <p><i>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.</i></p> <p>Probationary period: <i>There is no probationary period as such, however there will be a review after each updated DBS check or as necessary.</i></p>			
Role Description:			

1. Safeguard any children or adults at risk who may be present.
2. Be familiar with and follow the Diocesan Safeguarding Policies.
3. Welcome people into the Cathedral and help visitors with general enquires.
4. Help distribute newsletters/leaflets/QR Media Reviews and keeping the Welcome Desk tidy and well stocked.
5. Keeping a tally of visitors on the sheets provide while on duty.
6. Tidy the entrance area of the Cathedral as required.
7. Encourage Cathedral social media reviews on TripAdvisor, Google Review etc. using the QR code at the entrance.
8. Volunteering alongside Volition Programme volunteers.
9. Attend training as required.
10. Liaise with the Welcomers Coordinator
11. Be aware of who is the designated first aider and if appropriate to administer first aid.
12. Be aware of basic health and safety guidelines.
13. This is an unsupervised volunteer role, and you may be required to supervise other volunteers undertaking similar roles.
14. 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>
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, the Safer Recruitment Process and requires ID verification • • All Volunteers of the Diocese are expected 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 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 complete a self-declaration and undergo an Enhanced Disclosure by the Disclosure and Barring Service. 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:	