**Model Volunteer Job Role**

[This is a simple model role outline template for a volunteer which can be used, amended or substituted by a local model as required].

**Name of Parish/ Church [insert name of Parish/ Church]**

**Role: Caretaker**

The Church takes the safety of everyone within the church very seriously and expects that everyone will work within the church safeguarding policy. In particular, the Church expects anyone who becomes aware of a safeguarding risk or of actual abuse, to immediately report it.

**Principles**

All those who may work with children and/or adults who are vulnerable and/or experiencing, or at risk of abuse or neglect must have a commitment to:

* Treat individuals with respect;
* Recognise and respect their abilities and potential for development;
* Promote their rights to make their own decisions and choices, unless it is unsafe;
* Ensure their welfare and safety;
* The promotion of social justice, social responsibility and respect for others; and
* Confidentiality, never passing on personal information, except to the person to whom you are responsible, unless there are safeguarding issues of concern (e.g. allegations of abuse). Safeguarding issues of concern **must** **always** be reported, in an emergency to the Police or Social Care services, if not an emergency to the Parish Safeguarding Officer.

**Responsible to (named contact for support and resolution of any difficulties):**

The Priest [or his / her named representative] and through them to the PCC.

**Role:** [Insert Role title, e.g. Incumbent/ Curate other minister, Churchwarden…]

**Name:** [Insert Name]

**Contact details:** [insert contact details, e.g. mobile/ email]

**Key responsibilities and accountabilities:**

* Unlocking/and locking Church and Church premises for services and events
* Control and maintenance of heating
* Available by phone to respond to any issues that arise during the use of church or church premises
* Fielding enquiries for bookings of church hall.
* Attend Health and Safety, COSHH, Manual handling and Fire awareness as directed
* Ability to delegate to other volunteers.
* Responsible for care and maintenance of Church, Church Hall, church yard.
  + Ensuring that Church and Church premises are kept clean and tidy (may require liaison and management of volunteers) and to undertake simple maintenance as required
* Liaise with the person or persons responsible for security and maintenance of church and church premises.
* Read Safeguarding Policy and know how to respond.
* Familiarisation and awareness of church yard rules.
* [Add any additional responsibilities that are not covered. Or remove any above that are not relevant]

**As a volunteer you can expect that we will do our best to ensure that:**

We provide a supportive, inclusive and positive environment that ensures you enjoy your volunteering and that you are treated with respect and courtesy and provided with relevant training required for this role [provide an outline of mandatory training and induction arrangements specific to this role].

* Induction and training to be provided by the Churchwarden
* Supervision to be provided 3 monthly
* Complete C0 safeguarding basic awareness (online), C1 Safeguarding Foundation (face to Face) and refresher training as required
* Partake in annual review

**Person specification**

1. Able to demonstrate an ability to work safely and effectively with adults who maybe vulnerable or at risk;

2. A willingness to develop their skills and training

* Practical person
* Welcoming

3. … [add any attributes you might consider essential to the role]

**Practical considerations specific to the role:**

(Process for payment of agreed expenses incurred, times that church should be accessed to carry out role, what equipment should be provided)

* Church photo Identity badge to be issued
* Keys to be kept in vestry/ church office
* Availablility: e.g. Monday to Friday 9.00am – 11.30am, occasional Saturdays and Sundays by prior arrangement.

**DBS Eligibility**

Is this role eligible for a DBS check:  Yes  No

If yes specify the level of check required:

Standard:  Enhanced  Enhanced with Barred list

This letter is binding in honour only; it is not intended to create a legally binding contract between us and it may be cancelled at any time at the discretion of either party. Neither of us intend any employment relationship to be created either now or at any time in the future.

Signed: Signed:

Print name: Print name:

Date: Date:

**END**