**Volunteer Job Role**

**Name of Church:-**

**Volunteer Worker - Flower Arranger**

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**

Workers with adults 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 to the Police or Social Care services and Diocesan Safeguarding Adviser.

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

**Key responsibilities and accountabilities:**

* To work with vulnerable people (adults experiencing, or at risk of abuse or neglect) in a way that meets and develops their personal, spiritual and social needs, exercising active pastoral concern.
* To represent the needs and views of vulnerable people to the PCC or, where appropriate, enable them to do this for themselves.
* To maintain a link with family and carers.
* To work in accordance with the church’s policy on safeguarding.
* To undertake any other work that has been agreed and is seen to be appropriate.

**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 training.

**Person specification**

1. Able to demonstrate an ability to work with people who are /may be vulnerable; and

2. A willingness to develop their skills and training

As a volunteer working regularly with people who are/may be vulnerable, this post may be eligible for a criminal record check which will be renewed at least every three years.

**This entails the following as Flower Arranger:**

1) Church of England safeguarding training - Basic Awareness (C0) and to follow guidelines for working alone when applicable.

2) You will be responsible for the arrangement of flowers within the church at Christmas, Easter and Remembrance or at the request of the Priest in charge. In addition you may be requested to arrange flowers for Funerals, Weddings, Baptisms or other special occasions.

3) Cost of Flowers - In general the cost of flowers for Christmas, Easter and Remembrance Sunday are paid for by donations from the congregation. Flower arrangements for Funerals, Weddings, Baptisms or other special occasions are borne by those requesting them. But you will need to put in a claim for cost of flowers oasis, etc, unless provided for you, to the church Treasurer.

4) Transport - You will need to have or arrange transport to collect the flowers needed from local supermarkets or suppliers and to transport your equipment to and from the church.

5) Equipment - you will need a basic tool kit containing secateurs, scissors, knives, pliers, wire cutters, florists tape, florist wire, buckets, wet and dry oasis.

(Wet oasis can only be used once and can be purchased normally a lot cheaper at Trago Ltd in Falmouth or Liskeard).

6) Flower Stands - A selection of various sized flower stands are available within the church flower cupboard together with pots and dishes.

7) Additional Floral Material - You will need a good source of additional greenery/floral material either from your own garden, a florist, or members of the congregation.

8) Cleaning and Maintenance - You will be responsible for watering and maintaining the floral arrangements and their removal once they have passed their best.

The cleaning of the flower stands, pots and dishes.

9) Colour Schemes for flower arrangements during The Church Calendar :-

Christmas - Red, White, Gold, Silver and Green.

Easter - Yellow, White and Green.

Remembrance Sunday - Red Poppies.

10) At present Follow all Covid-19 rules for social distancing, wearing of facemask and hand hygiene

(NB - At present flowers in the church are limited due to the constant moving of church furniture for activities being held within the prayer space).

NB:- Safeguarding training is renewed every 3 years at the level needed for role

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.