**Volunteer Job Role**

**Name of Church:**

**Volunteer Worker - Thursday Club Leader and Deputy**

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: c

* 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 parents 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 Thursday Club Leader or Deputy working regularly with people who are/may be vulnerable, this post will be eligible for a criminal record check which will be renewed at least every three years.

**This entails the following as the Leader or Deputy:**

1) DBS check for working with vulnerable adults.

2) Leader - References and a Safer recruitment interview.

3) C of E Safeguarding training - Basic Awareness (C0) Foundation (C1) fro Leader and Deputy and Safeguarding Leadership (C2) for Leader

 **Duties include:**

1) Arrive early, unlock the doors and turn on lights and heaters as required.

2) Put out chairs and tables as required

3) Ensure there is enough milk, tea, coffee and biscuits for refreshments and that the boiler is turned. Also ensure that someone is designated to do the refreshments.

4) Welcome all who arrive and provide help if needed. Collect subs and fill in attendance register.

5) Introduce speaker/entertainer as required and afterwards thank them and pay their fee ( or give a gift).

6) At the end of the meeting make sure that all the equipment is put away, the kitchen is left clean and the boiler is turned off. Turn off all lights and heaters and lock doors.

7) Keep an account of monies received and spent and keep in a secure place. Accounts should be checked at the end of each financial year.

8) Fill in accident report book if there is an accident and report it and any problems that may occur to the Church Leadership.

**NB:** DBS checks are renewed every 3 years

 Safeguarding training is renewed every 3 years at the level required for the 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.