**Sample Bellringer Volunteer - Role Description**

**SUPERVISION**: Ringing Master or deputy

**TIME COMMITMENT**: At least three times a month

**PURPOSE OF THE ROLE**:

To help ensure that the cathedral bells are rung regularly and to a high standard

**VOLUNTEER PROFILE:**

* Enthusiastic and capable ringer;
* Can handle a bell safely and ring to a rhythm;
* Should be able to ring at least Surprise Royal, preferably Maximus, to a high standard;
* Willing to undertake training and do appropriate preparation in their own time;
* Must be prepared to make regular attendances at the cathedral and other venues;
* Must be able to work as a part of the team and take instruction;
* Must ring to as high a standard as possible at all times;
* Should be prepared to help with the organisation of bands for ringing if required.
* To support the phased re-opening of the Cathedral after the Covid-19 pandemic lockdown.

**DUTIES**

* Ringers are required to attend practice nights on specified Mondays and Saturdays, and ring for services as required on Sundays
* To respond flexibly to the various events which take place in the Cathedral, and to the varying needs of our visitors.
* In case of difficulty to seek support from the team leader, Floor Managers and/or shop staff and inform the Visitors office, particularly if a dispute or inappropriate behaviour should occur by a visitor, or any form of danger to individuals or to the building becomes apparent. Volunteers should not enter into arguments with visitors and should refer matters to the Ringing Master.
* To be aware of security risks at all times, including unattended items and the safety of your own possessions.

**EXPECTATIONS:**

* An understanding of and empathy with the operations of a working Cathedral as we emerge from lockdown.
* To adhere to all government and on site social distancing guidelines.
* Volunteers at the Cathedral are expected to be in sympathy with the aims and purpose of the Anglican Church.
* Volunteers are representatives of the Cathedral and should at all times treat other volunteers, staff and visitors with respect and consideration. Volunteers should expect the same treatment in return.
* Volunteers are expected to dress and conduct themselves appropriately for the environment in which they are assisting.
* Volunteers should be familiar with the Cathedral Health and Safety Policy and the Safeguarding Guidelines.
* Volunteers are expected to notify their Manager if they are unable to attend for their volunteering session.
* Volunteers must make sure they are aware of the location of the First Aid box.

**TRAINING**

All volunteers must undergo

* Safeguarding Training – Level C0

Induction training which will include

* Health & Safety
* Fire
* Security
* First Aid

**The Cathedral is committed to safeguarding children, young people and**

**vulnerable adults**

**SAFEGUARDING RESPONSIBILITIES**

* Implement safe and healthy working practices
* Risk assess all activities
* Listen to other workers and volunteers
* Protect yourself
* Tell the Cathedral Safeguarding Rep or Clergy of any safeguarding concerns, however minor.
* Attend any Safeguarding training at the appropriate level for your role
* Induct and train others where this is possible.

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| **Do** | **Don’t** |
| * Report all concerns about safety or well-being of an individual to the The Cathedral Safeguarding Rep, The Diocesan Safeguarding Team or to the Police (where there is an immediate risk of harm to a person)
* Carry out a personal risk assessment for lone working if appropriate
* Keep a written record of all incidents or disclosure (signed and dated)
 | * Offer confidentiality when you have a duty to report all concerns for safety
* Investigate disclosure; simply get clarification of detailed and report the information shared
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**BENEFITS**:

* The opportunity to ring on twelve bells with a first-class band on first-rate bells;
* A chance to extend your ringing capabilities, especially on twelve bells;
* Active participation in the life of the community
* Excellent training, including occasional access to experts and specialists
* Satisfaction in helping the local community and maintaining our heritage;
* Meeting and sharing knowledge with others
* Skills and CV development
* Opportunity to develop skills through volunteering;
* Opportunities for personal development;
* A digital parking permit on the Cathedral’s ANPR system for use when on duty on a first come, first served basis;
* Access to 2 of the 10 free tickets allocated to Volunteers per Cathedral organised event on a first come first serve basis;
* 10% discount in the Cathedral Shop and Café (subject to the café re-opening).

**SPECIFIC BENEFITS:**

* You play an important role in helping facilitate the Cathedral’s emergence from lockdown.
* You become part of a passionate and dedicated team.
* You play your part in a historic moment in the life of the Cathedral.

**SPECIFIC TRAINING:**

* Attend a bespoke training/induction session prior to starting your first shift.
* Depending on additional advice received from the UK government or Church of England, you may be required to attend additional sessions.

**ADDITIONAL COVID-19 INFORMATION:**

Every member of staff and volunteer must also take responsibility for their own **personal safety and that of others**:

* If you are advised to shield by the government we do not recommend that you volunteer.
* Volunteers must not have shown any symptoms at least 14 days in advance of attending.
* If you have any symptoms including a dry, persistent cough, high temperature or loss of smell and taste you must not attend and should seek medical advice and inform the Cathedral immediately.
* Volunteers will be asked to adhere to guidelines and protocols around personal hygiene and social distancing.
* Volunteers may be required to wear PPE.
* Refreshments are not able to be provided. Volunteers will need to bring their own to avoid cross contamination.
* Dress code is smart casual and your ID badge must be visible at all times. You are recommended to wash and change your clothes each day.

*Reviewed December 2020*