**Sample Gardening Volunteer – Role Descriptioin**

**SUPERVISION**: Volunteer Coordinator; Garden Team Leader

**TIME COMMITMENT**: Approximately 3 hours per week/ as required seasonally.

**PURPOSE OF THE ROLE**:: To help maintain the gardens and lawns of the Cathedral.

**VOLUNTEER PROFILE**:

* Enthusiastic about gardening;
* Energetic and willing to participate in the work required;
* Able to co-operate as part of a diverse team and to follow instructions;
* Sympathetic towards the aims and mission of the Cathedral.
* To support the phased re-opening of the Cathedral after the Covid-19 pandemic lockdown.

**DUTIES**

* To participate in gardening sessions as agreed to maintain the garden.
* To agree activities with the rest of the team and/or the Clerk of Works or Volunteers Manager.
* To liaise with the Volunteer Manager regarding attendance and any matters regarding the volunteering role.
* In case of difficulty to seek support from the Volunteer Manager or Clerk of Works.
* To be aware of health and safety issues especially the possibility of discarded needles at all times and to take care in the use of garden equipment.

**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 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 according to the role they are performing.
* Volunteers should be familiar with the Cathedral Health and Safety Policy, Fire Procedures/ other emergencies, and the Safeguarding Guidelines.
* When volunteering at the off-site garden it is vital that at least one of the team has a mobile phone and is able to contact the Visitor’s Department/ Reception Desk in case of emergency (see below for contact numbers).
* To be aware of security risks at all times, including unattended items and the safety of your own possessions and to notify Cathedral staff of any perceived risk immediately.

**TRAINING:**

All volunteers must undergo

* Safeguarding Training – Level C0
* Health & Safety Training

**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 |

**BENEFITS:**

* Active participation in the life of the Cathedral
* Meeting and sharing knowledge with visitors from across the world
* Skills and CV development
* A digital parking permit on the Cathedral’s ANPR system for use when on duty on a first come, first served basis
* Refreshments available (see bullet point 6 of additional information).
* 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 them 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** **during the pandemic**:

1. If you are advised to shield by the government we do not recommend that you volunteer.
2. Volunteers must not have shown any symptoms at least 14 days in advance of attending.
3. 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.
4. Volunteers will be asked to adhere to guidelines and protocols around personal hygiene and social distancing.
5. Volunteers may be required to wear PPE.
6. Refreshments are not able to be provided. Volunteers will need to bring their own to avoid cross contamination.
7. 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*