**Sample Holy Duster Volunteer – Role Description**

**SUPERVISION**: Volunteers Coordinator, Floor Managers,

**TIME COMMITMENT**: 1-2 hours per week/ fortnight, or as required or by negotiation

**PURPOSE OF THE ROLE**:

Holy Dusters perform an essential role in helping to maintain the Cathedral as a cared for and loved place of worship. They clean specified areas of the Cathedral and usually take on responsibility for a specific chapel.

**VOLUNTEER PROFILE:**

* Enthusiastic about the Cathedral
* Excellent communication and customer service skills.
* A positive, friendly, helpful attitude.
* Willing to undertake training
* Able to operate as part of a team and to take instruction.
* Able to use initiative and judgement
* To support the phased re-opening of the Cathedral after the Covid-19 pandemic lockdown.

**DUTIES**

* To undertake light dusting and cleaning tasks as agreed.
* To contact the Clerk of Works or H & S Manager for specific advice on cleaning and associated products
* To respond flexibly to the various events which take place in the Cathedral
* 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.
* To wear the Holy Duster apron provided and use any other required protection as advised by the H & S Manager
* 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.

**TRAINING**

* Holy Dusters new to the role will receive an induction and instruction regarding their duties, including the use of cleaning products and an introduction to their area of responsibility.

All volunteers must undergo

* Safeguarding Training – Level C0

Induction training which will include

* Health & Safety
* Fire
* Security
* 1st 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**:

* Active participation in the life of the Cathedral
* Excellent training, including occasional access to experts and specialists
* 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

**SPECIFIC BENEFITS:**

* You play an important role in helping facilitate the Cathedral’s emergence from Covid-19 pandemic 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**:

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*