**Sample Maintenance Volunteer – Role Description**

**SUPERVISION**: The Clerk of Works

**TIME COMMITMENT**: To be agreed with the Clerk of Work

**PURPOSE OF THE ROLE:**

* To support the maintenance department in their day-to-day work across the Cathedral estate.

**VOLUNTEER PROFILE**:

* A positive, friendly, helpful attitude.
* Enthusiasm for the Cathedral building and its estate.
* Ability to act professionally.
* To support the phased re-opening of the Cathedral after the Covid-19 pandemic lockdown.

**DUTIES:**

* To arrive at an agreed time and to report to the Clerk of Works.
* Able to operate as part of a team and to take instruction.
* To assist the works department with any given task.

**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.
* To be representatives of the Cathedral and at all times treat other volunteers, staff and visitors with respect and consideration. Volunteers should expect the same treatment in return.
* To dress and conduct themselves appropriately.

**TRAINING**

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
 |

**BENEFITS**:

* Active participation in the life of the Cathedral.
* 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**:

* 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*