**Sample Needleworker Volunteer – Role Description**

**SUPERVISION:** Chair of the Needleworkers

**TIME COMMITMENT:** To meet once a week for a three-hour session, but it is necessary to spend some time working/stitching at home each week.

**PURPOSE OF THE ROLE:**

* The Company of Needleworkers exists to encourage members to use their needlework skills to make practical and beautiful vestments, banners and altar linen for the clergy to use during services, and kneelers and cushions for the use of the congregation and visitors. Their principal work revolves around the creation of vestments and furnishings for theCathedral. It is important to note that: varying duties exist within three distinct needlework groups: Textiles, Canvas and White Work.

**VOLUNTEER PROFILE:**

* To be enthusiastic about the Cathedral – it’s liturgy and history
* To be enthusiastic about needlecrafts
* To have a knowledge of basic stitching techniques
* To have good eyesight
* To enjoy working with others as part of a team
* To have a positive, friendly and helpful attitude
* To be willing to learn from other Cathedral Needleworkers and take advice from the group leader
* Adults who are available during the day to attend the weekly meetings
* Able to use initiative and judgement regarding needlework projects
* Able to spend time at home, between meetings, doing needlework.
* To support the phased re-opening of the Cathedral after the Covid-19 pandemic lockdown.

**DUTIES**

* To liaise with other volunteers and staff as necessary.
* To seek support from staff in case of difficulty, queries and questions from the Visitors’ Office or Reception or Floor Managers or Shop staff.
* 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.
* To carry out assigned and agreed duties.

**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 and to wear Cathedral identification whilst on duty
* Respect and maintain confidentiality.
* To be familiar with the Cathedral Health and Safety Policy, Fire Procedures, other emergency procedures and the Safeguarding Policy.
* 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

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 community;
* Satisfaction in helping the local community and maintaining our heritage;
* Meeting and sharing knowledge with others;
* Opportunity to develop skills through volunteering;
* Opportunities for personal development
* Excellent high-profile entry for a CV where appropriate
* Being appreciated and valued;
* 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 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*