**Sample Reader Volunteer – Role Description**

**SUPERVISION:** Canon Precentor.

**TIME COMMITMENT:**To participate in services of Holy Communion or Solemn Eucharist**.**

**PURPOSE OF THE ROLE:**

* Readers are members of the congregation – usually laity or retired clergy – who read the lessons during a Eucharistic service on Sundays and weekday saints’ days. The main service is the Sunday 10 am Eucharist.
* Additional services are held on certain feast days and Saints days during the week when lesson readers are required.
* They read from the lectern, either in the nave or quire.

**VOLUNTEER PROFILE:**

* Commitment to the Anglican faith.
* Enthusiastic about the Cathedral (desirable);
* A positive, friendly, helpful attitude;
* Willing to undertake training;
* Able to operate as part of a team and to take instruction;
* Aged 18 or over
* Able to use initiative and judgement within procedure boundaries
* To support the phased re-opening of the Cathedral after the Covid-19 pandemic lockdown.

**DUTIES**

* Working with other volunteers:
* To read the lessons.
* To seek support from the co-ordinators in case of difficulty or queries from visitors, or any concerns becomes apparent. Readers should not be expected to enter into potentially confrontational situations with visitors and should refer matters to the Co-ordinator or an appropriate person;
* To effectively use the Cathedral communication systems, enabling contact with Visitors Services, the Shop and Floor Supervisors.
* 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.

**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. Before their shift, Volunteers must make sure they are aware of the location of the First Aid box.

**TRAINING:**

All volunteers must undergo

* Safeguarding Training – Level C0

*A higher level maybe required depending on the role*

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.
* 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. (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*