**Sample Study Group Leader Volunteer – Role Description**

**SUPERVISION**: The Canon Chancellor.

**TIME COMMITMENT**: By agreement with the Canon Chancellor.

**PURPOSE OF THE ROLE**:

* To facilitate study, catechetical, or nurture groups, in order to help members of the congregation grow in faith and love for God and in deepening their commitment to follow Christ. The role requires people to extend a welcome, guide others with sensitivity, and enable people to participate in the group in a way that encourages them to become the people God is calling them to be.

**VOLUNTEER PROFILE**:

* Committed Christian faith and living and growing in love for God.
* Regular member of the cathedral worshipping community.
* Sufficient knowledge and grounding in Christian faith to facilitate others’ learning.
* Empathetic style, able to win the confidence of group members.
* Capacity to plan and prepare material as appropriate.
* Able to draw the less confident into participation and restrain those who talk too much.
* Able to work in collaboration with others and be accountable.
* Able to use initiative and judgement.
* To support the phased re-opening of the Cathedral after the Covid-19 pandemic lockdown.

**DUTIES**

* To meet with the responsible Canon and any other leaders to plan and prepare course material
* To attend the group meetings agreed and lead and facilitate the group’s material.
* To undertake guide others through the agreed material, facilitate learning, discussion, prayer, and growth in faith.
* To be familiar with the room and space being used and ensure that group members can access it.
* Work with others in providing refreshments, where it is agreed that these will be offered to the group
* To liaise with the responsible Canon and any other leaders about the progress of the group.
* To respond flexibly to needs and matters that arise in the group, whilst keeping boundaries of time and subject that keep people’s confidence.
* In case of difficulty to seek support from the Canon Chancellor.
* To be aware of security risks at all times, including the safety of property and people.

**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.
* 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 (role dependant)

**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.
* Accompanying others and seeing them flourish in Christian life and faith.
* Discovering more about God’s call and vocation for our lives.
* 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*