West Cheltenham Parish

[Name of role] Role Description

Thank you for thinking about volunteering in West Cheltenham. We’re only able to serve our communities and places through people just like you being generous with their time and skills. We believe everyone has gifts and skills, and this role description helps you explore how you can get involved.

**Name of role: [Enter name of role]**

**Group: [Name of group]**

**Group leader: [Group leader]**

**Why you should consider this role**

What makes this role an exciting and important part of our parish’s life?

**What commitment is required?**

Where and when is the role needed, and what is the approximate time commitment?

**The people you’ll get to serve**

Who will the volunteer be working with?

**What you’ll be expected to do, and the skills you need**

What will a volunteer be expected to do, and what skills do they need?

**How we will support you to do the role well**

What training will be available or needed for the role, and what support is available to them?

**How to apply for the role**

Contact [name of person to contact] or the church office for more information. When you’re ready to get involved, complete the attached application form and confidential declaration form and we’ll be in touch. We’re excited that you want to be a part of what’s happening in West Cheltenham.

**Note:**

You will not be able to start this role until the application process has been completed, and you have received a letter of appointment from the PCC. This process can take a few weeks whilst necessary checks are undertaken. It’s great that you want to be involved, and we will do our best to get these done as quickly as possible, but they’re important so that everyone knows the work we do is safe, and that you’re protected as a volunteer.

**General requirements for all volunteers in West Cheltenham**

As we work to build communities and places buzzing with the extraordinary presence of Jesus, any of our volunteers may encounter vulnerable children and/or adults. We take the safety of everyone within the church very seriously and expect that everyone will work within the church safeguarding policy. In particular, the Church expects anyone who becomes aware of a safeguarding risk or of actual abuse, to immediately report it. With the Diocese of Gloucester, we will support and train you to demonstrate and develop the necessary skills to feel confident working at an appropriate level with vulnerable children/adults.

**Safeguarding principles**

Workers with children and/or adults experiencing, or at risk of abuse or neglect must have a commitment to:

* Treat individuals with respect;
* Recognise and respect their abilities and potential for development;
* Promote their rights to make their own decisions and choices, unless it is unsafe;
* Ensure their welfare and safety;
* The promotion of social justice, social responsibility and respect for others; and
* Confidentiality, never passing on personal information, except to the person to whom you are responsible, unless there are safeguarding issues of concern (e.g. allegations of abuse). Safeguarding issues of concern must **always** be reported to the Police or Social Care services and Diocesan Safeguarding Adviser.

**Key safeguarding responsibilities and accountabilities:**

* To work with vulnerable people (children and adults experiencing, or at risk of abuse or neglect) in a way that meets and develops their personal, spiritual and social needs, exercising active pastoral concern.
* To work in accordance with the church’s policy on safeguarding.
* To undertake any other work that has been agreed and is seen to be appropriate.
* To maintain a link with parents and carers.
* To represent the needs and views of vulnerable people to the PCC or, where appropriate, enable them to do this for themselves.

**As a volunteer you can expect that we will do our best to ensure that:**

* We provide a supportive, inclusive and positive environment that ensures you enjoy your volunteering and that you are treated with respect and courtesy and provided with training.

**The ‘small print’**

As a volunteer working regularly with people who are/may be vulnerable, this post may be eligible for an appropriate criminal record check which will be renewed regularly. This is a volunteering role only, and your acceptance to it will not create a legally binding contract between us and it may be cancelled at any time at the discretion of either party. Neither of us intend any employment relationship to be created either now or at any time in the future because of this role.