**Model Volunteer Job Role**

[This is a simple model role outline template for a volunteer which can be used, amended or substituted by a local model as required].

**Name of Parish/ Church [insert name of Parish/ Church]**

**Role: Flower Arranger**

The Church takes the safety of everyone within the church very seriously and expects 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.

**Principles**

All those who may work with children and/or adults who are vulnerable and/or 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, in an emergency to the Police or Social Care services, if not an emergency to the Parish Safeguarding Officer.

**Responsible to (named contact for support and resolution of any difficulties):**

The Priest [or his / her named representative] and through them to the PCC.

**Role:** [Insert Role title, e.g. Churchwarden]

**Name:** [Insert Name]

**Contact details:** [insert contact details, e.g. mobile/ email]

**Key responsibilities and accountabilities:**

* Be a team leader
* Be responsible for flower display when appropriate
* Collect donations for flowers
* Keep receipts and claim money
* Request plant donation – communicate with congregation
* Liaise with incumbent re: flowers required for seasons and festivals
* Liaise with churchwarden re: where flowers are to be placed
* Keep equipment tidy, clean and stored in the designated storage area
* Water flowers regularly and remove dead flowers
* Liaise with PCC secretary/Parish Administrator re: weddings and funerals – may on occasion need to meet couples and families for an assessment of their requirements.
* [Add any additional responsibilities that are not covered. Or remove any above that are not relevant]

**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 relevant training required for this role [provide an outline of mandatory training and induction arrangements specific to this role].

**Person specification**

1. Able to demonstrate an ability to provide and arrange flowers for display within the church;

2. A willingness to develop their skills and training

3. …

**Practical considerations specific to the role:**

(Process for payment of agreed expenses incurred, times that church should be accessed to carry out role, what equipment should be provided)

* Receipts for expenses must be given to parish secretary administrator [outline the process or where this information is available]
* Equipment is kept in [specify where equipment is kept and how it will be accessed]
* Rota [specify how this might be managed]

**DBS Eligibility**

Is this role eligible for a DBS check: [ ]  Yes [ ]  No

If yes specify the level of check required:

Standard: [ ]  Enhanced [ ]  Enhanced with Barred list [ ]

This letter is binding in honour only; it is not intended to 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.

Signed: Signed:

Print name: Print name:

Date: Date:

**END**