

# Cathedral Education Team Volunteer Role Description

## Role Title

Cathedral Volunteer Education Team Member

## Number of Schools Team Members Required for Role

Up to 5

## Department and Supervisor

Canon Chancellor. Supervisor – Education Officer

## Description of activities to be undertaken by Role Holder

To assist the Education team, led by the Education Officer, and under the oversight of the Canon Chancellor. The Education Officer is responsible for delivering the Cathedral programme for schools, which is closely linked to the National Curriculum and Local Agreed Syllabuses for R.E. The department also offers events and activities for families and community groups.

Education contributes to the mission of the Cathedral, enabling pupils and students, up to the age of eighteen, to develop their understanding of the Cathedral's history, their knowledge and understanding of the Christian faith and the role of the Cathedral within the church and society.

To work with the Education Officer and other professionals in delivering the service offered to schools, families and community groups at Leicester Cathedral by:

- Liaising regularly with the Education Officer regarding school/children and families booking dates which require volunteer assistance/leadership.
- Committing to working half or full days as required, in a voluntary capacity (this may vary depending on commitments/bookings/cathedral diary and will be planned in advance with the Head of Department).
- Helping to lead educational visits and workshops for all key stages. It is expected that a member of the school staff will be in attendance with school groups. There may be however times when you are on your own for a short period.
- Offering occasional assistance with families/community events (discussed and planned in advance with the Education Officer). This may involve 1:1 work with children for example helping with a craft activity. It would be expected that a parent or guardian is in the building at such times.
- Assisting with preparation of resources, props and costumes for visits as required.
- Participation in training events for volunteers.
- Working hours: 10.00 a.m. – 3.30 p.m. (variable as required)
- Child Safeguarding

Appointment to, and continuation in, the post of volunteer is subject to our Safer Recruiting policy. This necessitates receipt of two references and an Enhanced Disclosure from the Disclosure & Barring Service which is renewed every three years. All volunteers are required to familiarise themselves and comply with the Dean and Chapter's Child Safeguarding policies.

## Time Commitment

Flexible and open to discussion

## Relevant Skills

Communication, interpersonal, ability to relate to and engage at the appropriate level with children of different ages and abilities. Experience of teaching or key stage syllabi, of SACRE or of church or other community children's and youth work would be an advantage. Understanding of the Christian story highly desirable – openness to learn about it essential.

**Training Needs**

- It is a requirement of the role that you attend a Safeguarding Foundation training event which aims to situate safeguarding in the context of the Church and equip participants with knowledge and skills in knowing what, when and how to report concerns.
- Commitment to termly meetings is expected.

**Leader of Recruitment Process**

Andy Heafford

**Suggested Scope of Advertisement**

This work is suitable for over 18s. A DBS check and two references from people who have seen these people interact and lead work with children will be required.