**Role description for FOFA registered leaders**

The registered leader of a FOFA group has overall responsibility for the sessions, the group and the team of volunteers. The registered leader must be

* 18 years of age or over
* a church member of the denomination setting up the group.
* approved by the church elders or leadership team
* holder of a valid DBS certificate

The registered leader will be expected to:

* lead or supervise the leading of sessions
* lead and manage the team of volunteers
* organize and lead any planning meetings
* be the main contact person with the church
* liaise with Synod Pilots Officer and the Pilots Desk as appropriate
* Maintain records and paperwork according to FOFA guidelines and church policy
* Ensure that church safeguarding, health and safety, equal opportunities and GDPR policies are adhered to and that risk assessments are completed for the premises and any activities
* Ensure that all volunteers are DBS checked and fit for their role

**Qualities needed:**

**Essential:**

* be a Christian
* have a belief in the ethos of FOFA
* have a love of working with children and young people
* Possess the ability to:
  + Encourage
  + Communicate
  + Enable
  + Support and affirm
  + Work in a team
* have a sense of fun
* have a willingness to undertake initial training

**Desirable**

* Organisational skills
* Knowledge of accounts
* Knowledge of the denomination setting up the group
* Be available to attend training days as appropriate
* First aid

**Role description for FOFA volunteers**

The registered leader of this FOFA group is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. The registered leader has overall responsibility for the sessions, the group and the team of volunteers. The registered leader must be

* 18 years of age or over
* a church member of the denomination setting up the group.
* approved by the church elders or leadership team
* holder of a valid DBS certificate

Volunteers work under the leadership of the registered leader, within the ethos of Friends on Faith Adventures and within the guidelines of the church with regard to safeguarding, health and safety, equal opportunities and GDPR.

Volunteers must be:

* 15 years of age or over
* Approved by the church elders or leadership team
* Holder of a valid DBS certificate if 18 or above

As a volunteer, you will be expected to:

* Contribute to the smooth running of sessions, fulfilling any role negotiated with your registered leader to the best of your ability
* Fulfil a pastoral role with regard to the happiness, safety and wellbeing of the children and adults in the session and report all concerns to the registered leader
* Participate in planning meetings
* Ensure that DBS certificate is up to date and that you are fit for your role
* Maintain records and paperwork as requested by your registered leader
* Follow church safeguarding, health and safety, equal opportunities and GDPR policies and read risk assessments prior to each session
* Attend training on safeguarding
* Notify the registered leader in good time if unable to attend a session and try to arrange a replacement.

**Qualities needed:**

**Essential:**

* be a Christian
* have a belief in the ethos of FOFA
* have a love of working with children and young people
* Possess the ability to:
  + Encourage
  + Communicate
  + Enable
  + Support and affirm
  + Work in a team
* have a sense of fun
* have a willingness to undertake initial training

**Desirable**

* Organisational skills
* Be available to attend training days as appropriate
* First aid.

Job Application Form (Voluntary post)

|  |  |
| --- | --- |
| Role applied for: | Ref: |

|  |
| --- |
| **What appeals to you about this role?** |
| **Please give details of previous experience of working with children, young people or adults at risk** |
| **What skills can you bring to this role? Please include details of relevant qualifications or training.** |

|  |
| --- |
| Surname: |
| First Name(s): |
| Address: |
| Email: |

|  |
| --- |
| Contact Telephone Numbers  Please indicate convenient times for us to contact you. Discretion will be used when contacting you at work.  Home:  Work:  Mobile: |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employment and Work Experience**  Please describe briefly any work (whether paid or unpaid) which you have undertaken. Highlight (\*) the two most relevant and note what you have achieved. | | | | |
| **From - To**  **Month/Year** | | **Employer** | **Job Title/Responsibilities** | **Reason for leaving** |
|  |  |  |  |  |

|  |  |
| --- | --- |
| **References**  Please give details of two individuals, not related to you, who will provide employment references. One of these must be your present or most recent employer or client if you are undertaking consultancy work. The other should be a person who is able to comment on your ability to perform the role for which you are applying. | |
| Name: | Name: |
| How is the referee known to you? | How is the referee known to you? |
| Position: | Position: |
| Address: | Address: |
| Telephone: | Telephone: |
| Email: | Email: |

|  |  |
| --- | --- |
| **Availability** | |
| Are you available for interview on **xxxxx** | Please give the date from which you are available for employment: |

|  |
| --- |
| **Declaration** |
| 1. I acknowledge that an appointment, if offered will be subject to satisfactory references which are acceptable to the United Reformed Church. 2. I declare that the information given on this form is correct and understand that on appointment any misleading statements or deliberate omissions will be regarded as grounds for disciplinary action. |
| Signed: Date:  Name (please print) |

**VOLUNTEER AGREEMENT FORM**



Name of Church\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of volunteer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Welcome to your role as Friends on Faith Adventures leader

Thank you for volunteering. You are a valued member of our team and, on behalf of the members of this church, we undertake to treat you with respect and courtesy at all times, supporting you and your work through prayer, through our interest, and by providing resources and training.

The person who will give you primary support is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

He/she is there to discuss any matters of concern you may have.

Your role will be undertaken at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

at the following times \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The responsibilities of your role are \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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If you are unable to carry out your role – for example due to illness – please telephone:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as soon as possible.

We take the safety of everyone in the Church very seriously. Everyone ***must*** work within the guidelines of our safeguarding policies for children and adults and ***must*** regularly undertake safeguarding training where they work directly with children and/or adults who are vulnerable. In particular, anyone who becomes aware of a safeguarding risk or of actual abuse must immediately contact

* We commit to treating you with respect and in line with the church’s policies on equal opportunities and health and safety.
* We commit to providing adequate insurance cover for volunteers whilst undertaking voluntary work approved and authorised by us.
* We commit to reimburse agreed expenses incurred by you in fulfilling this role. All expenses must be submitted, with receipts where possible, to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ within one month.

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.

We hope you will enjoy your work.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(On behalf of the Church Council)*

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *continued overleaf*

*To be completed by the volunteer.*

I understand the nature of the work I am to do in my role as FOFA leader at\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In that role, I undertake:

1. To help Friends on Faith Adventures and the United Reformed Church fulfil their vision **to respond to the gospel of God's love in Christ and to live out its discipleship in worship and mission**
2. To perform my volunteering role to the best of my ability
3. To follow the Church’s procedures and standards, including health and safety and safeguarding procedures, and its equal opportunities policy in relation to its staff, volunteers and anybody they work with
4. To maintain the confidential information of the Church and of all who become involved with it
5. To meet the time commitments and standards undertaken, other than in exceptional circumstances, and provide reasonable notice so that alternative arrangement can be made.

I have read the church's guidelines for safeguarding children and adults and understand that it is my duty to report any allegations or concerns I may have about children and adults. I know what action to take if abuse is suspected or disclosed.

I understand that photographs or videos of the group may only be taken under instruction from the group leader and may not be used for purposes other than those detailed on the consent forms.

I understand that I should not make reference to any young people by name on social media or post anything that would bring FOFA, this church or the United Reformed Church into disrepute.

I am in possession of a valid DBS certificate of which the church will hold a copy. I undertake to inform the leadership of the church if there is any reason why I should not continue in my role as volunteer leader.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*One copy of this form should be retained by the volunteer, one by the person to whom the volunteer is responsible and one by the Church Secretary or person who administers the volunteer contact list. If the job description changes, a new form must be completed.*