**Role description for children’s work helper**

**Name of group or programme \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Outline description of this and key responsibilities should be attached**

**Level of commitment:** We are seeking volunteers who can commit to xxxx [regular sessions] in addition to planning and preparation time for a period of xxx years, at which point the position will be reviewed.

The leader of this group/progamme is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. The leader has overall responsibility for the sessions, the group and the team of volunteers.

Volunteers work under this leader, within the ethos of URC children’s work 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 leader to the best of your ability (such as preparation, setting up and clearing up as well as helping deliver sessions)
* 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
* develop good working relationships with families, children and young people attending
* lead or support the activities, encouraging active participation of all
* nurture children’s spirituality, faith and development
* 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 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 leader in good time if unable to attend a session and try to arrange a replacement.

**Qualities needed:**

**Essential:**

* be a Christian
* have a love of working with children and young people within the age range covered by the role
* a sense of fun
* have an awareness of child developmental stages to enable you to work appropriately with the children in your group
* have an awareness of and commitment to the participation of children and young people in the life of the church
* possess the ability to:
  + Encourage
  + Communicate
  + Enable
  + Support and affirm
  + Work in a team
* have a willingness to undertake training and development

**Desirable**

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

**Supervision will be provided by** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [the group or programme leader].

**Expenses:** Out of pocket expenses should be claimed with the agreement of the group or programme leader.

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 and /or young people.** |
| **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 Volunteer Experience**  Please describe briefly any role (whether paid or unpaid) which you have undertaken. Highlight (\*) the two most relevant and note what you have achieved. | | | | |
| **From - To**  **Month/Year** | | **Employer/Organisation** | **Role 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 a church member able to comment on your faith and character. 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? |
| Address: | Address: |
| Telephone: | Telephone: |
| Email: | Email: |

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

|  |
| --- |
| **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. 3. I am willing to undertake safeguarding training and understand that this role requires a valid DBS certificate. |
| Signed: Date:  Name (please print) |

**VOLUNTEER AGREEMENT FORM**



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

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

Welcome to your role as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 Elders)*

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*To be completed by the volunteer.*

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

In that role, I undertake:

1. To help 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 or programme 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 children or young people by name on social media or post anything that would bring 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.*