



### Personal qualities and experience

Volunteers have a friendly manner and are seeking to collaborate with other members of their team/group in order to provide the best experience for group members/attendees, and always seeking to maintain good relationship with group members and parents/guardians. Volunteers must be willing to work within the parameters of the role and understand the importance of understanding and following church policies, in particular Safeguarding Policy.

### Tasks and activities

- ▶ Take guidance from the group/ministry leader.
- ▶ Understand the role that you are undertaking through dialogue with existing members and the group leader.
- ▶ Have a clear understanding of expectations the group leader has for you.
- ▶ Know contact information for the group leader and ensure that you communicate any requirements.
- ▶ Know the risk assessment procedures involved in activities your group undertakes.
- ▶ Ensure awareness of safeguarding policy and procedures.

In return, as a volunteer, you will have the opportunity to:

- ▶ Receive necessary training and support suitable for your role.
- ▶ Be part of a friendly team and contribute towards the work of the group/church.

### Volunteer Agreement

- ▶ Work within the parameters of your volunteer role description.
- ▶ Maintain the commitment you choose to make.
- ▶ Undertake training and updates.
- ▶ Keep appointments and complete relevant paperwork.
- ▶ Keep us informed if your circumstances change.
- ▶ Inform us immediately of any new criminal convictions.
- ▶ Keep to policies regarding e.g. safeguarding, data protection.
- ▶ Feel able to tell us if you are dissatisfied in any way.