**ROLE DESCRIPTION**

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| **Volunteer Role:** | Creative Learning Volunteer |
| **Team:** | Creative Learning and Discovery |
| **Creative Learning and Discovery Team Leader – Staff Member:** | Rosie Bradberry – Creative Learning Officer |
| **Creative Learning and Discovery – Lead Volunteer:**  | Jenny Dennett  |
| **Member of Senior Management Group- Staff Member** | Canon Chancellor  |
| **Date of completion:** | September 2024 |

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| **1** | **Role Purpose** |
|  | Chichester Cathedral is committed to supporting people of all ages to learn from and engage with this unique and rich environment. We seek to offer a warm welcome to all of our Cathedral visitors, regardless of faith or background. All are truly and joyfully welcome in Chichester Cathedral. Children, young people and family volunteers play an important role in supporting families to learn about and engage with the Cathedral past and present. Working with our team they undertake a variety of tasks to support the range of activities and workshops offered as part of the wider Cathedral programme; getting involved in different activities, encouraging families to have a go at drawing, reading, listening, dressing up and more. |
| **2** | **Tasks and activities to be undertaken** |
|  | * Providing a friendly welcome for everyone who visits
* Supporting the delivery of activities in practical tasks such as setting up and clearing up after the activities
* Supporting children, young people and their families during activities, offering help and support where appropriate.
* Completing an induction and probationary period
* Attending on-going training
* Attending planning meetings and preparing resources
* Learning about the Cathedral as a living place of Christian worship.
* Support the Creative Learning Officer
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| **3** | **Contacts** |
|  | Members of the Creative Learning and Discovery team, including the Creative Learning Officer and Canon Chancellor. The Visitor Experience ManagerThe Visitor Experience AssistantsHead of Marketing and CommunicationsCommercial Operations Coordinator The Head Verger and their teamThe Volunteer and HR Co-ordinator for general volunteering advice;The Cathedral Guides for information about the history of the Cathedral and guided tours  |
| **4** | **Special Requirements** |
|  | A desire to understand and engage with the Cathedral’s Christian mission and to be comfortable in supporting its role as a living church. Requirement to undertake mandatory training including safeguarding training and refresher training in compliance with Chichester Cathedral’s Safeguarding Policy and Guidelines This role will involve you working with children and young people and thus requires an enhanced clearance through the Disclosure and Barring Service. |
| **6** | **Skills** |
|  | Previous experience is desirable but not essential as appropriate training will be provided. But we do need Volunteers who have: * a positive and engaging manner;
* are friendly and helpful;
* are willing to be a supportive team player;
* are enthusiastic about learning new things and are well organised;
* the aptitude and willingness to undertake a variety of different tasks;
* have excellent time management;
* have good communication skills;
* are flexible and adapt to changing circumstances in an appropriate way.
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