ROLE DESCRIPTION

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| Volunteer Role: | Chichester Cathedral Flower Arranger |
| Team: | Cathedral Flower Arranging Team |
| Member of Staff responsible: | Canon Treasurer |
| Date of completion: | May 2022 |

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| 1 | Role Purpose |
|  | To create flower arrangements reflecting the liturgical pattern of the season, feast days and special worship.  To be a friendly welcoming face of Chichester Cathedral.  To support and engage with the Cathedral’s Christian mission and its role as a living church. |
| 2 | Tasks and activities to be undertaken |
|  | To prepare mechanics required and create arrangements in accordance with an established and agreed rota, which will equate to approximately one session (4 hours) every 8 weeks and watering up to 6 times during each two week commitment.  The flowers, which will be ordered by the Lead Volunteer from the Cathedral supplier, will be conditioned, arranged and cared for during a two week cycle.  To collate foliage as required.  To assist in the Nave/ Lady Chapel Flower Arranging Team when required.  To attend workshops and meetings approximately twice a year.  To maintain the Cathedral’s high expectations in matters of security and health and safety |
| 3 | Contacts |
|  | The Volunteer and HR Co-ordinator for general volunteering advice;  The Visitor Experience Manager for information on Cathedral events and exhibitions  The Head Verger and his team |
| 4 | Special Requirements  An understanding of the Cathedral and Church of England’s pattern of worship would be an advantage, however, guidance will be given.  Requirement to undertake mandatory training including safeguarding training and refresher training in compliance with Chichester Cathedral’s Safeguarding Policy and Guidelines |
| 6 | Skills |
|  | * Some basic skill and knowledge of flower arranging is desirable, however, relevant training and development can be given. * A warm, friendly and helpful manner * Good interpersonal skills with the ability to communicate effectively with other volunteers, visitors and worshippers. * To be happy to work as part of the team and under the supervision of the Team Leader * To be flexible and enthusiastic to create and develop ideas to enhance the flower arrangements. * To be reliable in attendance. * To have an understanding of the values, purposes and ambition of the Cathedral. |