

Role Description

Note:

Group 1: Must have DBS and Barring check

Group 2: Must have DBS check

Group 3-5: No DBS check.

Role: Leaders of Group with Vulnerable Adults (eg. Luncheon clubs)

Group: 1/2 Workforce (Child/Adult): Adult

Volunteer Role Outline

Role information: A person appointed by the Church Council to run groups with vulnerable adults

Location: Local Church

Responsible to: Church Council and Minister

Eligibility: A confirmed member of The Methodist Church over 18 years of age

Commitment: To attend Pastoral Committee Meetings at least once a year.
To maintain contact with those in their care.

Key volunteer activities

- **As a leader**, organising your team of helpers, menu and being responsible for any money that is taken in and accounting for any receipts etc.
- **As a leader**, organise the programme and book any speakers or outside visitors and arrange rota of helpers.
 - Meeting and greeting members and provide a friendly face and helping hand to older people
 - Prepare the venue for the Lunch Club or meetings (this may involve putting out tables and chairs)
 - If cooking or preparing food, observe Hygiene regulations and ensure all helpers follow the same regulations
 - If applicable, lay tables and prepare cutlery, china, glass and equipment for any tea/coffee and lunchtime services.
 - Assisting with presentation and service of the meals or other refreshments
 - Assist with the loading & unloading of the dishwasher if applicable
 - Putting away tables and chairs
 - Clearing up the kitchen and rooms used at the end of the session
 - Mentor/Support those attending including carers
 - Liaise with Pastoral Secretary/safeguarding officer for any pastoral needs or concerns

Personal Skills

- Good interpersonal skills
- An empathetic approach to personal issues
- Discrete and able to maintain confidence
- A willingness to work as part of a team

Boundaries

- Leaders of Vulnerable Adult groups come under the supervision of the Church Council. They should contact the Minister or Church Council Secretary with any concerns or questions regarding the group.
- Must not make home visits alone to vulnerable adults (or children).

Safeguarding

The role will be recruited using the Safer Recruitment Procedure of The Methodist Church and volunteers will need to complete the required recruitment forms. The lead volunteer will need a satisfactory criminal record clearance certificate (DBS) and other volunteers **may** need a DBS check depending on local rotas. A DBS volunteer must be present at all times when the group meets. Volunteers will be asked to provide all relevant documents for these checks. The cost of the check will be met by the Church.

The group must have at least one person who has an up to date First Aid training certificate.

Training and support provided

- Volunteers are supported by the Minister and Church Council
- Volunteers are required to attend safeguarding training; Creating Safer Spaces - Foundation and Advance Module renewable every four years.
- Encouraged to attend local Dementia, Mental Health & MHA training courses.
- Out of office expenses can be applied for.

Appointment Period

Volunteers appointment is for three years with an additional three years on reappointment. It should not continue beyond six years. However, in exceptional circumstances the appointment can be extended, but only following a closed ballot at the Annual church Meeting.

This job description is approved by

Signed..... Date.....
(Church Council)

I have seen and accept the responsibilities of this role

Signed..... Date.....
(Applicant)

NAME:

CONTACT DETAILS:

A COPY OF THIS FORM WILL BE RETAINED IN A SECURE AND CONFIDENTIAL
MANNER BY THE METHODIST CHURCH
NB All information will be held in accordance with GDPR