

### **Holy Trinity Twickenham - Volunteer Job Role Overview (Children and Youth)**

The Church takes the safety of everyone within the church very seriously and expects that everyone will work within the church safeguarding policy. In particular, the Church expects anyone who becomes aware of a safeguarding risk or of actual abuse, to immediately report it.

#### **Principles**

Workers with children and youth must have a commitment to:

- Treat individuals with respect;
- Recognise and respect their abilities and potential for development;
- Promote their rights to make their own decisions and choices, unless it is unsafe;
- Ensure their welfare and safety;
- The promotion of social justice, social responsibility and respect for others; and
- Confidentiality, never passing on personal information, except to the person to whom you are responsible, unless there are safeguarding issues of concern (e.g. allegations of abuse). Safeguarding issues of concern must **always** be reported to the Police or Social Care services and Diocesan Safeguarding Adviser.

**Responsible to:** Vicki Rogers and through them to the PCC.

#### **Key responsibilities and accountabilities:**

- To work with vulnerable people (children) in a way that meets and develops their personal, spiritual and social needs, exercising active pastoral concern.
- To represent the needs and views of vulnerable people to the PCC or, where appropriate, enable them to do this for themselves.
- To maintain a link with parents and carers.
- To work in accordance with the church's policy on safeguarding.
- To undertake any other work that has been agreed and is seen to be appropriate.

#### **As a volunteer you can expect that we will do our best to ensure that:**

We provide a supportive, inclusive and positive environment that ensures you enjoy your volunteering and that you are treated with respect and courtesy and provided with training.

#### **Person specification**

1. Able to demonstrate an ability to work with people who are /may be vulnerable; and
2. A willingness to develop their skills and training

As a volunteer working regularly with people who are/may be vulnerable, this post may be eligible for a criminal record check which will be renewed at least every five years.

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.

## **JOB ROLE DESCRIPTION FOR: CHILDREN'S ACTIVITY HELPER**

### **Goal:**

To promote the spiritual growth and transformation of the children of Holy Trinity. Children's Activity Leaders engage children to promote religious identity and community via fun and collaborative storytelling, games and craft based learning activities.

### **Statement of Accountability:**

As a Children's Activity Helper, while you will report directly to the Children's Activity Leaders, you are also supported by all other members of the Church family, including and not limited to, Rev. Tim Garret, Rev. Natalie Garrett, Holy Trinity's PCC, the diocese and Church of England.

### **Pre-Requisites:**

1. Over 18 years of age.
2. DBS clearance.
3. Ability to follow a curriculum, as set out by the Children's Activity Leader.
4. Commitment to children's spiritual growth, and ability to see the inherent worth and dignity of every child.
5. Ability to work as a part of a teaching team.

### **Areas of responsibility:**

- Nurture children's spiritual growth and transformation in cooperation with their parents/guardians, and the rest of the church community.
- Plan Sunday morning sessions in cooperation with other members of your teaching team.
- Assist leaders in explaining activities.
- Work with one of the following age groups: Nursery (3yrs+), Reception- Yr 2, Yrs 3-6 and Yr7 upwards.
- Have fun!

### **Working Hours:**

- Children's Activity Helper is a minimum of a once a month commitment (Rotas are issued every 3 months).
- Children's Activity Helpers are required to run Sunday school during the 10:30am services, which take place every Sunday – with the exception of the 1<sup>st</sup> Sunday of every month and Summer School Holidays.
- You need to arrive a little early of the 10:30am service, and stay a little later, to help set up and tidy away.