

## Role outline and person specification

### For a volunteer working with children and/or vulnerable adults

*This is a simple model role outline and person specification template for a volunteer, which can be used, amended or substituted by a local model as required.*

*This can be supplemented by reference to specific roles; e.g. Crèche Assistant (supervising babies and toddlers in a separate room during Sunday services), Sunday School Teacher (teaching children away from the main service), Eucharistic Minister or Pastoral Assistant (who visits people with special needs who cannot get to church), Children or Youth Worker (running activities on church premises), Outreach Worker (working with vulnerable people away from the church setting).*

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**Chaplaincy Name:**

**Church Name:**

**Responsible to:** *[Named contact for support and resolution of any difficulties]*

*[Name of Chaplaincy/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.

### Role Outline

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, that you are treated with respect and courtesy, and provided with appropriate training.

### Principles

Workers with children and/or vulnerable adults 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 for them to do so;
- ensure their welfare and safety;
- the promotion of social justice, social responsibility and respect for others;
- 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 child/adult services in your area, and to the Diocesan Safeguarding Adviser (DSA).

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

- To work with vulnerable people (children and adults experiencing or at risk of abuse or neglect) 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 Chaplaincy Council 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.

### **Person specification**

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

### **Further information**

- It is strongly recommended that couples do not work alone with children or vulnerable adults.
- 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. The chaplaincy and the applicant do not intend any employment relationship to be created either now or at any time in the future.*

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