

# CARLISLE CATHEDRAL

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| <b>ROLE:</b>           | Engagement Volunteer       |
| <b>LOCATION:</b>       | Carlisle Cathedral         |
| <b>RESPONSIBLE TO:</b> | Designated Activity Leader |

## **ABOUT THE CATHEDRAL:**

Carlisle Cathedral stands at the heart of the City. Founded in 1122 by Henry I, the Cathedral is one of the oldest and best-known buildings in Carlisle. It is a key heritage asset and landmark within the City's 'Historic Quarter'. The great monastery in Carlisle was dissolved on 9 January 1540 and the new foundation, the Cathedral Church of the Holy and Undivided Trinity, came into being in 1541. Carlisle Cathedral is an everyday church, offering almost 1300 services every year. We are open and active every day of the year.

We are undergoing a new chapter in our Cathedral's 900-year history to make the Cathedral a place of discovery, celebration, challenge and opportunity, bringing the building into full use creating spaces for teaching and learning, cultural activities and use by the community.

An Engagement Volunteer will assist with the delivery of an exciting programme of events and activities at the Cathedral for the public. Volunteers will help the Cathedral reach new and existing audiences to engage with our culture and heritage. The nature of involvement, including time commitments, will be agreed between the Volunteer and the Designated Activity Leader and reviewed accordingly.

All volunteers are subject to a safe recruitment process.

## **Safeguarding and Safer Recruitment**

The Cathedral is committed to safeguarding children, young people, vulnerable adults, and all who come into our care. As part of this we ask that everyone who works and volunteers at the Cathedral undertakes a safer recruitment process which is commensurate with the nature and form of the role. In all cases this will require you to be aware of and comply with the Cathedral Safeguarding Policy, completion of a safeguarding declaration and to complete some level of basic safeguarding training.

## **MAIN DUTIES:**

1. Work under the Designated Activity Leader to deliver engagement events and/or activities within the Cathedral buildings. This includes, but not subject too, school educational visits, family activities during school holidays, one-off events such as concerts and talks and other engagement activities such as Heritage Open Days.
2. Providing and welcoming and supportive environment for anyone taking part in activities and events.
3. Providing help and guidance throughout activities and events.
4. Assisting with the practicalities of each activity or event, including set up and packing away, and on some occasions stewarding.
5. Providing feedback following activities and events to help inform future delivery.
6. To be an advocate for the Cathedral and the engagement programme including promoting activities, events and self-led offers and on occasion handing out flyers in the precinct.

7. To attend the regular debrief and supervisory meetings arranged by the Designated Activity Leader and any training sessions related to the role.
8. To act at all times in compliance with all Cathedral policies, including the Cathedral's Safeguarding Policy, and to be particularly aware of any adults or children who may be at risk of neglect or abuse.
9. To act in accordance with the Cathedral Volunteer handbook.
10. To successfully undergo a Volunteer's induction.
11. To absorb and follow all emergency and housekeeping policies and procedures.

### **Skills, Qualities and Experience:**

We are looking for people who are welcoming, approachable and helpful. Whilst previous experience of working with the public is desirable, no experience or qualifications are necessary and this would be an excellent opportunity to gain new skills. This role will suit people who are:

- Enthusiastic for working with people of all ages and backgrounds
- Have good communication skills and ability to tailor communication effectively with a wide audience
- Are proactive with a positive nature, an interest in providing excellent experiences for all
- Enthusiastic to learn and interested in creativity
- Are reliable, with good timekeeping and well-presented
- Have reasonable physical dexterity
- Comfortable in working as part of a team; supporting other volunteers and working with and without supervision
- Are keen to learn and gain experience from working with children in an informal learning environment

### **What we can offer you:**

- To be part of a fun and engaging organisation where you gain experience of family engagement and helping the Cathedral reach new audiences.
- The opportunity to be part of a friendly and supportive team of staff and volunteers.
- Training and support to develop your skills.
- A chance to explore new opportunities for personal development, build confidence and try new areas of work.
- Direct supervision from staff until you are comfortable running activities unsupervised.
- Valuable experience for those looking to work in the heritage sector or learning.