Role description for Vulnerable Adult's Team in Walton Parish

Activity: Community Café

The Church of England is committed to promoting a safe environment and culture for children, young people and vulnerable adults.

The individual appointed to this role will be expected to work within the guidance of the safeguarding team and within the safeguarding policies of Walton Parish and the Church of England to protect all who might be vulnerable.

Person Specification

They must have a desire to work with and people, with a positive and welcoming approach and a willingness to work as part of a team. They must be supportive of the Christian ethos and values of the church.

Main purpose of the role

- To assist in the smooth running of the group/activity by supporting the team and helping to create a safe and welcoming environment for those attending.
- To help build links between those attending the activity and the wider church community.

To be

- To be a person of integrity, who serves in a gracious, Christ-like manner.

Key responsibilities

- To read, sign and adhere to the risk assessment for this activity (Essential).
- Attend initial and regular team meetings for ongoing support and oversight.
- Respond to communication about availability in good time and, where possible, give reasonable notice if you cannot attend a session or fulfil your responsibilities.
- Arrive early before group sessions to pray (if applicable to the context of the group), help prepare the environment and resources and understand the session plan led by the session leader.
- Greet visitors by name wherever possible and help to set the tone of the group as positive and caring through words and action including active listening (Essential).
- Offer appropriate, non-invasive support, while maintaining professional boundaries.
- Help tidy up the environment and resources after each session and ensure that all resources are cleaned and put away in their appropriate locations.

- Prayerfully support the development of visitors and work to encourage them to develop their faith in God (if applicable to the context of the group).
- Providing specific help as and when needed with group activities, for example: crafts, games, group discussions and prayer.
- Speak to the Ministry/Group Lead (or if more appropriate to clergy) about difficulties and grievances and work responsibly to get them resolved whilst ensuring that they do not impact the ministry or visitors to the group.

Additional responsibility if agreed, may include…

- To plan, prepare and lead a session/activity alongside other members of the team.
- Keep records of attendance i.e. registers and submit the records to the Ministry/Group Lead or designated person.

Safeguarding

- To adhere to all aspects of the Parish Safeguarding Policy (Essential).
- Mandatory safeguarding training to be completed every 3 years (Essential). You will be notified which modules you are required to complete by the Parish Safeguarding Administrator.
- You will be notified whether a DBS check is required for your ministry/group (Essential). DBS checks are renewed every 3 years.

Who you will be responsible to

- Tony Edwards
- The Incumbent and or The PCC of Walton Parish

Support you will be given

- As a volunteer you can expect that we will do our best to provide a supportive, inclusive and positive environment that ensures you enjoy your volunteering, receive training and that you are treated with respect and courtesy.
- You are not expected to stay in this role indefinitely! Please feel free to speak with your group's Coordinator or Leader at any time if you'd like to discuss continuing, stepping back, or exploring a role within the church that better suits your current circumstances.