

Volunteer Role Description

Role

Welcomer

Report to

Malcolm Davis/Gordon Scott

Objective

To welcome visitors to the Cathedral

Person specification

Essential

- Good communication skills
- Ability to develop and maintain good relationships with visitors
- Ability to maintain good working relationships with paid and unpaid staff
- Ability to follow the health and safety policy at all times
- An understanding that visitors come to the cathedral for a variety of reasons
- A positive and flexible attitude
- Sympathy with the aims of the cathedral and its mission

Desirable

- An alternative language or other communication skill (eg, BSL)
- Experience of working with the public

In some circumstances an enhanced DBS disclosure may be required

Volunteers are responsible and accountable for

- Compliance with workplace policies and procedures for risk identification, risk assessment and risk control
- Active participation in activities associated with the management of workplace health and safety
- Identification and reporting of health and safety risks, accidents, incidents, injuries and property damage in the workplace
- Correct utilisation of appropriate personal protective equipment

Equal opportunities

It is the policy of this organisation to provide equal opportunities without regard to gender, disability, race, religion, country of origin, age, sexual orientation or status