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| Open | Model Role Description for [Job Title]\*Edit |

*This model template can be amended as appropriate.  
\*Items marked with a red asterisk require editing.  
Please delete all words printed in red.*

[Name of the Church]\*Edit

We take the safety of everyone within the church very seriously and expect everyone to work in accordance with the Diocesan Safeguarding Policy. A copy of the Safeguarding Policy should accompany this Role Description.

This Role Description is binding in honour only, and is does not create a legally binding contract between us. It may be cancelled at any time at the discretion of either party. No employment relationship to be created either now or in the future.

Principles

Volunteers working with [children and/or adults at risk]\*Edit 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 safeguarding issues of concern.

Safeguarding issues of concern (eg an allegation of abuse) must always be reported to the Parish Safeguarding Officer or the Diocesan Safeguarding Adviser.

Responsibilities of this role

* [One or more specific responsibilities to be listed here.]\*Edit
* [One or more specific responsibilities to be listed here.]\*Edit
* To work with [children and/or adults at risk]\*Edit 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, to enable them to do this for themselves.
* To maintain a link with [parents/carers].\*Edit
* To work in accordance with the Diocesan Safeguarding Policy.
* To undertake any other work that has been agreed and is seen to be appropriate.

Accountability

When carrying out the above responsibilities you will be accountable to:

* [Name of supervisor]\*Edit
* [Name of priest]\*Edit
* …and through them to the PCC.

Responsibilities of the church

As a valued volunteer, you can expect the church:

* To provide a supportive, inclusive and positive environment that helps you to enjoy this role.
* To treat you with respect and courtesy.
* To provide you with appropriate training.

Person specification

* One or more specific requirements to be listed here.]\*Edit
* One or more specific requirements to be listed here.]\*Edit
* One or more specific requirements to be listed here.]\*Edit
* Able to demonstrate an ability to work with [children and/or adults at risk].\*Edit
* A willingness to develop skills and to engage with training.

DBS Check

As a volunteer working with [children and/or adults at risk],\*Edit this role requires an Enhanced DBS check [with/without]\*Edit barred list information.

This DBS check needs to be renewed every five years.