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| **Flower Arranger Role Profile** |  |

**Purpose of Role:** A Voluntary role providing fresh floral arrangements enhancing the architecture

 of the Cathedral.

**Key Tasks:**

* Optimising the beauty of the Cathedral in appropriate seasonal colours linked into the liturgy and calendar of events.
* Opportunity to arrange for special events such as weddings, festivals, funerals and graduations
* Meeting mutually agreed time commitments, giving reasonable notice of absence and seeking a swap with another member of the Flower Guild.
* Providing your own greenery where possible and using flowers purchased within the prescribed budget to be reimbursed by the finance department.
* Keeping the cage tidy and locked after use.

**Person Specification**

**Attributes:**

* **A keen flower arranger**
* Positive and enthusiastic
* Enjoys engaging with visitors
* Enjoys being part of a team
* Experience of undertaking Church flowers would be beneficial

**Time Commitment:** Rota basis on Fridays and on special occasions when required

**Training:**

* Undertake mandatory Safeguarding - Basic Awareness Training
* Follow the Cathedral Health and Safefty Guidelines

**General duties of all Volunteers:**

* Complying with, supporting and actively promoting Cathedral policies and practices at all times
* Attending such training and development opportunities as deemed necessary by Chapter to effectively fulfil the role and volunteer in compliance with Rochester Cathedral’s Health and Safety Policy at all times
* Complying with the Safeguarding guidelines and policy
* Read the Health and Safety Guidelines and sign the Health & Safety Document
* Being prepared to propose ideas for improvement and be prepared to receive performance related feedback
* Wearing lanyard with an identity badge and a Cathedral Safeguarding card
* Dressing appropriately

**Key internal contacts:**

Volunteer Manager: Sandy Struben

Head Verger: Colin Tolhurst

Head Flower Arranger Helen Colvin

**Prepared by:** Sandy Struben, Volunteer Manager, Colin Tohurst, Head Verger

 and Helen Colvin, Head Flower Arranger

**Authorised by:** Gordon Giles, Canon Chancellor (on behalf of Chapter)