|  |  |
| --- | --- |
| **Flower Guild Volunteer** **Role Profile** |  |

**Purpose of Role:** A Voluntary role watering the floral arrangements in the Cathedral.

**Key Tasks:**

* Water the floral arrangements
* Remove dead flowers and foliage
* Meeting mutually agreed time commitments, giving reasonable notice of absence and seeking a swap with another member of the Flower Guild
* Keeping the cage tidy and locked after use

**Person Specification**

**Attributes:**

* Positive and enthusiastic
* Enjoys engaging with visitors
* Enjoys being part of a team

**Time Commitment:** Rota basis / individual availablity 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)