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| **Volunteer Gardener Role Profile** |  |

**Purpose of Role:** A voluntary role to help maintain the beautiful grounds of the Cathedral precinct.

**Key Tasks:**

* To assist the Head Gardener in a variety of gardening duties throughout the year
* Meeting mutually agreed time commitments, giving reasonable notice of absence to the Head Gardener
* Checking in and out with the Head Gardener - recording personal hours of volunteering
* Reporting any serious issues, concerns, accidents and emergencies promptly to the Head Gardener / Duty Verger

**Person Specification:**

**Attributes:**

* Adaptable and willing to embrace change
* Positive and enthusiastic
* Approachable and engaging
* Enjoys being part of a team

**Time Commitment:**

* Individually availability / agreed time

**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 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 Gardener : Graham Huckstepp

Head Verger: Colin Tolhurst

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**Prepared by:**

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