

East Staffordshire and South Derbyshire Methodist Circuit Safer Recruitment - Role Outline

Role Title: Holiday at Home Volunteer

Church/Circuit: East Staffordshire and South Derbyshire Methodist Circuit

Workforce – Children, adults, both or none

Both

PART 1

The following duties will be undertaken as part of the role outlined above.

All roles within the Circuit carry with them the responsibility to take the safeguarding of children and adults seriously whether or not they have direct contact with them and any concerns that arise within the role should be reported as per the East Staffordshire and South Derbyshire Methodist Circuit Safeguarding Policy

- To assist with the planning and delivery of the Circuit Holiday at Home event on 6th – 8th August 2025
- Encourage guests to participate in activities
- Help with preparing and serving refreshments and lunch
- Provide transport to/from venues where the Holiday at Home event is taking place to named individuals.
- Work closely with Minister, Church, Circuit and District Safeguarding teams to ensure the event complies with safeguarding policy and procedures
- To assist in the evacuation of the building in an emergency
- Help ensure church/venue is clean, tidy and safe, reporting any maintenance issues.

PART 2

- **Accountability:**

Who is the role directly accountable to for day-to-day purposes:
Rev. Rachel Moss

If the above person is not available (sickness/leave):
Circuit Leadership Team

- **Criminal record check (DBS)**

Enhanced for vulnerable adults

- **Training and support**

- Volunteers are supported by other Volunteers and the Presbyter
- Volunteers are required to attend Foundation Safeguarding Training.
- Volunteers are required to complete Equality, Diversity and Inclusivity Training

- **Lone working considerations**

Will a lone worker risk assessment needed for this role or do specific issues need to be addressed: **NO**

- **Appointment Period**

Appointment is for the period May 2025 – August 2025

This role description is approved by:

Signed.....
(On behalf of Circuit)

Date.....

I have seen and accept the responsibilities of this role

Signed.....
(Applicant)

Date.....