



ROLE BRIEF

Role title	School Workshop Assistants
Position	Voluntary Staff
Reports to	Head of Family Engagement and Schools, Becki Hartley
Purpose	To support the delivery of School Workshops at the Cathedral.

Overview Guildford Cathedral is a place for everyone, offering a diverse range of activities throughout the year. Guildford Cathedral provides a friendly, supportive environment, in which volunteers are invited to contribute their skills and to grow in confidence/competence.

School workshops

Throughout the year we run school workshops specifically designed to engage children from local schools with Christian festivals; these traditionally take place at Advent - November/December, Lent - February, Easter - March/April and Pentecost - May. Workshops are tailored to the age group of the children and actively engage them in their learning through craft, drama, group discussion and written activities.

We need enthusiastic and friendly volunteers to support the organisation and delivery of these workshops. In particular leading small groups of children (10/15) in activities during these workshops and engaging with the children and their teachers/support staff.

Desirable qualities/skills

Approachable and friendly manner. Enthusiastic, 'can do' attitude. Comfortable and confident around children. Effective communicator. Creative flair. Effective team working skills. Engaging and personable. Some previous experience working with children. Willing to learn.

Principle activities

1. Working with the Education Department staff and volunteers, help to design and develop a range of children friendly activities based on a theme.
2. To set up, be responsible for, and clear away a dedicated children's activity stand.
3. To actively engage with primary-school aged children by delivering a learning topic and related activity, with the support of school teachers and helpers. All teaching materials and resources will be prepared and given to you in advance of the session by the Head of Family Engagement and Schools.
4. To actively engage with children aged approximately 3-12 years with a series of activities.
5. To organise and serve refreshments at appropriate points of the session.
6. To be aware Safeguarding procedures and undertake training to equip for role.

7. To undertake any other tasks as are deemed appropriate to assist the smooth-running of the School Workshops.

When and where

In the Guildford Cathedral Building and grounds.

School Workshop dates are publicised in advance and volunteers inform the Head of Family Engagement and Schools which of these dates they are available to assist with. School Workshop volunteers normally attend the event from 9.30am until 2.30pm, with the standard workshop running from 10.00am until 2.00pm. Sometimes workshops and visits can be shorter or start and finish at different times – this will be notified at the point when dates are publicised.

Support offered

You will be made aware of all guidelines relevant to your role and to the organisation. Training will be offered as relevant to the role.

Our volunteer handbook details policies, procedures, expectations and support.

You will be required to sign a volunteer agreement confirming that you understand the role you are undertaking and that you have read all relevant policies and procedures as outlined in the volunteer handbook.

All School Workshop helpers will need a Disclosure and Barring Service check.

Benefits

- Free car parking.
- 10% discount on purchases in the shop.
- Supportive atmosphere in which to develop new and existing skills.
- Bridging of awkward gaps on CVs/Recent relevant experience to offer.
- A confidence boost.
- Belonging to a large organization with plenty going on.
- References upon satisfactory completion of initial volunteering timespan.

Application process

If interested in this role, or you have further questions, you are welcome to contact Julie Mitchell, Volunteer Coordinator by email or telephone.

volunteer@guildford-cathedral.org
01483 547 885

You are welcome to send in your Curriculum Vitae, however, we will require you to fill in an application form and supply two references prior to commencing your role.

Also, there will be an initial trial period to ensure that the role suits. As part of your induction you will be provided with all the necessary information to enable you to thrive in your role.