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| **Volunteer Role Description – Host** | |
| **Name of church/body** | All Saints Church |
| **Role title** | **Host** |
| **Main purpose of the role** | To welcome hirers to the church and ensure their hire is a positive experience |
| **What you will be doing** | * Receiving information from the event co-ordinator and follow through with requirements * Operate church systems as required * Opening up – welcome hirers on the day and be on call during events / or present as required, by negotiation with hirer * Ensure basic tidying, shut down systems, and lock up after event as required |
| **Number of hours a week** | You will give your availability to the event co-ordinator who will assign you an event accordingly. You may be required up to 8 hours for a given event, although you will probably not be needed on site for this whole time, you need to be contactable and available – usually a Saturday afternoon/evening. Such events would be max once a month per host. Other events might only be an hour or so during the week. |
| **When and where you will be doing it** | On site at the church meeting hirers and being around for their hire. You can do this role as much as you would like – indicate availability to event co-ordinator but large events would be max once a month |
| **Benefits to you** | This is an exciting role that gives you the opportunity to welcome hirers to the church and help ensure that they have a positive experience. It is not demanding on your time and you can indicate what times and days would suit you best. You will work alongside others to help make sure the church is inclusive and welcoming to everyone. |
| **Person Specification** | Comfortable meeting new people and welcoming people to the church  Happy to learn the church systems and operate them as required |
| **Disclosure & Barring Service (DBS) Requirements** | None |
| **Who you will be responsible to** | Event co-ordinator |
| **Training requirements** | Church systems such as heating, audio, lighting, opening and locking up |
| **Support you will be given** | Event co-ordinator and others in the Hosts team |
| **General information** | We plan to welcome hirers to all sorts of events to the church space. These might range from a small hire for a baby singing class or an art exhibition of a local artist, these could run whilst the church is open during the week and so would require simply a welcome from a host. Other hires might be much bigger such as a concert or a wedding reception and these would require more hours spent onsite. |

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| **Created by:** | **Date:** |

***All role descriptions are draft at this stage and subject to change***

***The Church of England is committed to promoting a safe environment and culture for children, young people and vulnerable adults. The individual appointed to this role will be expected to work within the policy and procedures of the relevant safeguarding policies and attend all required safeguarding training.***