

## CATHEDRAL EDUCATION VOLUNTEER

### Background and role purpose

The Education Department's work has become highly regarded, both locally and nationally and teacher/pupil feedback is consistently excellent. Our programme attracts schools locally, nationally and internationally and we cater for all ages, abilities and backgrounds. We also deliver wider educational outreach to families, community groups and teachers in the form of self-guided materials and special events.

**Education Volunteers** assist with the Cathedral's Education Department, helping or leading learning activities during school visits in the Cathedral. Training and mentoring programmes teach volunteers what they need to know to provide a memorable learning experience to the schools of Greater Manchester and beyond.

### Role responsibilities

**Education Volunteers** assist the Education Department in delivering the service offered to schools and families at Manchester Cathedral by:

- Liaising regularly with the Education Officer regarding education visit dates which require volunteer assistance or leadership;
- Committing to assisting for half or full days when required;
- Helping to lead educational visits and workshops according to your capabilities;
- Assisting with preparation of resources, props and costumes for visits as required, and helping with set up and take down before and after events where possible;
- Attending and participating in meetings and training events for volunteers.

### Background, knowledge, skills and attributes sought

#### Background and Experience

Experience of working with children and young people is preferred, although for those exploring teaching or youth work as a career a considered rationale for their desire to work in these fields should suffice. Experience of teaching or key stage syllabi, of SACRE or of church or other community children's and youth work would also be an advantage, as would having a keen interest in the potential of cathedrals as places that enrich teaching and learning. We recognise that volunteers come in all shapes and sizes – as such you do not need to be a regular church goer to become a volunteer at Manchester Cathedral but you should be sympathetic with the aims and ethos of the Cathedral as a Christian place of worship within the tradition of the Church of England.

#### Knowledge

An understanding of the Christian faith is highly desirable for this role and being open to learning more about it is essential. You should also ideally have, or have the ability to develop, knowledge of Manchester Cathedral in order to bring to life the story of its role and history for our younger visitors

## Skills & Attributes

- A positive attitude;
- Good communication and interpersonal skills, ability to relate to and engage at the appropriate level with children of different ages and abilities;
- Ability to develop and maintain good relationships with visitors;
- Ability to develop and design sessions as appropriate;
- Ability to maintain good working relationships with paid and unpaid staff;
- Ability to follow the Cathedral health and safety policy, and safeguarding policy at all times;
- Ability to lead or assist with sessions;
- Art, craft, acting and story-telling skills;
- The ability to work flexibly in a highly complex and busy Cathedral.

## Have a question?

If you would like more information about this role then why not speak to the Cathedral Education Officer by calling 0161 833 2220 (ext. 236).

## To apply

If you would like to be involved as a Cathedral Education Volunteer please complete the online application form at: <http://www.manchestercathedral.org/apply>

If you have any difficulties in using the online application form or require any assistance in completing it then please email us at [office@manchestercathedral.org](mailto:office@manchestercathedral.org) or telephone us on 0161 833 2220.

**Due to the nature of the work involved, this role will only be offered subject to receipt of three satisfactory references, a criminal record self-disclosure and an enhanced criminal record check with the Disclosure and Barring Service (DBS).**

## Further information

**Code of Conduct** Manchester Cathedral believes that everyone has the right to be treated with dignity and respect at work. We have adopted equal opportunities and dignity at work policies that commit Manchester Cathedral to fair, unbiased and objective employment practices and a work environment that is free of harassment and victimisation for all (regardless of gender, disability, race, religion, country of origin, age, sexual orientation or status). As a volunteer you will be asked to read and adhere to Manchester Cathedral's Volunteer Code of Conduct.

**Safe Recruitment** As part of the safe recruitment policy at Manchester Cathedral, all reasonable steps are taken to ensure that through relevant procedures and training, all children, young people and adults taking part in life at the Cathedral can do so within a safe environment – we therefore carry out interviews with all applicants and undertake reference checks on all types of workers (including volunteers). This is why you are asked you to complete an application form and provide us with three referees. Due to the nature of the work involved, this role will only be offered subject to a satisfactory criminal record self-disclosure and an enhanced criminal record check with the Disclosure and Barring Service (DBS).

**Data Protection** Manchester Cathedral is committed to respecting your privacy and protecting your personal information. We will only use any personal information you provide to process your application to work at Manchester Cathedral. You can request our Privacy Notice for Applicants at any time, which clearly outlines how your personal data is used and your legal rights regarding its use.