

## Example Role Outline

These role outlines are **examples only** and need to be adapted to each local situation.

NOTE – as an example role is adapted for each local situation you will need to reassess the DBS and training requirements remain the same.

| Role  | Responsible to        | Duties  | DBS   | Workforce    | Training                                  | Forms Required  |
|---|-----------------------|---|---|--------------|---|---|
| <i>Children/ Young people's Activity Leader</i> | <i>Church Council</i> | <ul style="list-style-type: none"> <li>- <i>Take overall responsibility for running the group</i></li> <li>- <i>Support and manage volunteers</i></li> <li>- <i>Liaise with relevant church office holders relating to all organisational issues such as training, building use, health and safety and room use for special events (e.g., seasonal activities and Christingle)</i></li> <li>- <i>Organise and set up suitable activities safely to meet the needs of children and young people.</i></li> <li>- <i>Manage sessions, including setting up equipment, running appropriate activities, ensuring all equipment is put away safely and the rooms are left clean and tidy</i></li> <li>- <i>Check safety of rooms and equipment before any activity</i></li> <li>- <i>Keep records for those attending and staff ratios.</i></li> <li>- <i>Undertake activity risk assessments.</i></li> </ul> | <i>Enhanced DBS with barred list check.</i> | <i>Child</i> | <i>Foundation &amp; Leadership Module</i> | <p><b><i>Volunteer Application Form</i></b><br/> <a href="http://www.methodist.org.uk/safeguarding/safer-recruitment/safer-recruitment-forms/volunteer-application-form/">www.methodist.org.uk/safeguarding/safer-recruitment/safer-recruitment-forms/volunteer-application-form/</a></p> <p><b><i>If a key Holder - Key Holder Form D</i></b><br/> <a href="https://www.methodist.org.uk/safeguarding/policies-procedure-and-information/users-and-hirers-of-methodist-premises/key-holder-declaration-form-d/">https://www.methodist.org.uk/safeguarding/policies-procedure-and-information/users-and-hirers-of-methodist-premises/key-holder-declaration-form-d/</a></p> |

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|  |  | <ul style="list-style-type: none"><li>- <i>Plan regularly with other staff and for good practice.</i></li><li>- <i>Nurturing faith</i></li><li>- <i>Manage financial donations and annual audit in partnership with church finance officer.</i></li><li>- <i>Share pastoral concerns with the Minister and/or leader/s.</i></li><li>- <i>Notify the Safeguarding Officer or Minister of any safeguarding issues.</i></li></ul> |  |  |  |  |
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