

Example Role Outline

This role outline is an **example only** and needs to be adapted to each local situation.

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

Role	Responsible to	Duties	DBS	Workforce	Training	Forms Required
<i>Church Gardener</i>	<i>The Minister and Church Council</i>	<ul style="list-style-type: none"> - <i>To maintain the garden areas of the church, either personally or with the help of others, removing weeds when necessary and adding any new plants as agreed with the Church Council.</i> - <i>The work of the Church Gardener has to take into account the use of some parts of the grounds by organisations that include young people and as such any work on these areas must be done when those organisations are not using the premises, or in conjunction with the leaders of those organisations.</i> - <i>To share pastoral concerns with the Minister and/or pastoral leader/s</i> <i>Notify the Safeguarding Officer or Minister of any safeguarding issues.</i> 	<i>As described here - this role is not required to have a DBS check.</i>		<i>Warmly invited to attend the Foundation Module</i>	<p><i>Volunteer Application Form</i></p> <p>www.methodist.org.uk/safeguarding/safer-recruitment/safer-recruitment-forms/volunteer-application-form/</p> <p><i>If a key Holder - Key Holder Form D</i></p> <p>https://www.methodist.org.uk/safeguarding/policies-procedure-and-information/users-and-hirers-of-methodist-premises/key-holder-declaration-form-d/</p>