

## 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>Property Volunteer</i>	<i>Church Council</i>	<ul style="list-style-type: none"> <li>- <i>Working with the Property Stewards, volunteers can help with a range of tasks around the church property:</i></li> <li>- <i>This may include putting out the bins, reading the meters, cutting the grass, polishing the church floor.</i></li> <li>- <i>May also be asked to help with the specific occasional task like cleaning windows and gutters and decorating.</i></li> <li>- <i>Take safety precautions to protect themselves whilst undertaking the task, including wearing protective clothing as necessary.</i></li> <li>- <i>Report any health and safety concerns before undertaking a task and ensuring that measures are put in place to minimise risk.</i></li> <li>- <i>Work in pairs to support each other in the task.</i></li> <li>- <i>Share pastoral concerns with the Minister and / or leaders.</i></li> <li>- <i>Notify the Safeguarding Officer or Minister of any safeguarding issues.</i></li> </ul>	<i>As described here - this role is not required to have a DBS check</i>			<p><b><i>Volunteer Application Form</i></b>  <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>  <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>