**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.

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| **Role** | **Responsible to** | **Duties** | **DBS** | **Workforce** | **Training** | **Forms Required** |
| *Children/ Young people’s Activity Leader* | *Church Council* | * *Take overall responsibility for running the group* * *Support and manage volunteers* * *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)* * *Organise and set up suitable activities safely to meet the needs of children and young people.* * *Manage sessions, including setting up equipment, running appropriate activities, ensuing all equipment is put away safely and the rooms are left clean and tidy* * *Check safety of rooms and equipment before any activity* * *Keep records for those attending and staff ratios.* * *Undertake activity risk assessments.* * *Plan regularly with other staff and for good practice.* * *Nurturing faith* * *Manage financial donations and annual audit in partnership with church finance officer.* * *Share pastoral concerns with the Minister and/or leader/s.* * *Notify the Safeguarding Officer or Minister of any safeguarding issues.* | *Enhanced DBS with barred list check.* | *Child* | *Foundation & Leadership Module* | ***Volunteer Application Form***  [*www.methodist.org.uk/safeguarding/safer-recruitment/safer-recruitment-forms/volunteer-application-form/*](http://www.methodist.org.uk/safeguarding/safer-recruitment/safer-recruitment-forms/volunteer-application-form/)  ***If a key Holder - Key Holder Form D***  [*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/) |