



Volunteering Opportunities

At

Wakefield Cathedral



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Why Volunteer?

Volunteers are the lifeblood of many organisations, and Wakefield Cathedral is very proud of all its volunteers who play an invaluable role in the life of the Cathedral in our community.

Volunteers welcome visitors; they conduct free guided tours, work in the bookshop and the coffee shop and also help with workshops and activities provided by the Cathedral's education department.

Volunteers are an integral part of our cathedral, and without their dedication, energy and commitment, some things simply wouldn't get done!

“Volunteering at the Cathedral is fantastic! It’s so enjoyable. It’s a wonderful personal experience as well as giving to others – you give and receive at the same time. I wish I could do it more often.” Janice Tattersall, volunteer at Wakefield Cathedral.

The wonderful thing about volunteering is that it is a two-way relationship. So alongside the contribution to our local community, volunteers also benefit tremendously from the experience

- learning new skills
- getting back into paid work
- improving physical or mental well-being,
- or simply meeting interesting people and having fun.

Volunteer Role Description for Wakefield Cathedral

Volunteer Title: Cathedral Welcomer

Purpose of the role: To welcome visitors. To provide information and direct visitors if necessary.

Volunteer Supervision:

Manager of Volunteers Elizabeth Jenkins

Supported by Jenny Homer and Richard York

Responsible to The Revd. Tony Macpherson Canon Pastor

Location: Nave

Key tasks/activities:

- Check telephone messages (if on first shift of the day)
- At the start of your duty, check the General Information File (green) to see if any new information has been added – this should include a diary of upcoming events
- Give clear and accurate information on the Cathedral’s services, history and the facilities on offer

- Give support to Cathedral staff and events taking place during your shift if required
- Give a warm and friendly welcome to all visitors
- Portray the activities and policies of the Dean and Chapter in a positive light at all times
- Keep to the timeslots arranged in advance and inform the Day Manager if unable to volunteer on a particular day.

Skills and attributes sought:

- An empathy with the aims of Wakefield Cathedral
- The ability to welcome visitors in a friendly and positive manner
- The ability to keep up-to-date with current information
- The ability to be mobile
- Willingness to undergo training relevant to the role
- Willingness to wear required identification

Training provision:

- General induction
- Health and Safety induction
- Introduction to welcoming
- Learning alongside member of staff
- Ongoing training opportunities

Commitment involved:

- Two hours per week or fortnight on a rota basis

Volunteer Role Description for Wakefield Cathedral

Volunteer Title: Bookshop Assistant

Purpose of the role: To manage bookshop sales, take orders, monitor stock and keep stock tidy

Volunteer Supervision:

Manager of Volunteers Elizabeth Jenkins

Supported by Sue Robinson, Chris Haigh, Jenny Homer and Richard York

Responsible to The Revd. Tony Macpherson, Canon Pastor

Location: Bookshop, Treacy Hall

Key tasks/activities:

- Collect cash (if first shift of the day)
- Check opening float
- Accurately record sales through the till
- Give a warm and friendly welcome to all visitors
- Direct visitors to services and events within the Cathedral
- Portray the activities and policies of the Dean and Chapter in a positive light at all times
- Keep to the timeslots arranged in advance and inform the Day Manager if unable to volunteer on a particular day
- Cash up at the end of your shift, ensuring the till balances
- Ensure all cash is placed in safe (last shift of day)

Skills and attributes sought:

- An empathy with the aims of Wakefield Cathedral
- The ability to serve visitors in a friendly and positive manner
- Basic numeracy skills
- The ability to keep up-to-date with current stock
- Willingness to undergo training relevant to the role
- Willingness to wear required identification **Training provision:**
- General induction
- Health and Safety induction
- Introduction to welcoming
- Learning alongside member of staff – includes till training

- Ongoing training opportunities

Commitment involved:

- Two hours per week or fortnight on a rota basis

Volunteer Role Description for Wakefield Cathedral

Volunteer Title: Education Volunteer

Purpose of the role: To support Education activities e.g. workshops, events, resources

Volunteer Supervision:

Supported by Tracey Yates

Responsible to The Revd. Tony Macpherson, Canon Pastor

Location: Cathedral/Chantry Chapel/Urban House

Key tasks/activities:

- To arrive before sessions to help set up and prepare materials
- To support learning of visitors and ensure they have a positive experience
- Give support to other Cathedral staff
- Give a warm and friendly welcome to all visitors to the Cathedral
- Portray the activities and policies of the Dean and Chapter in a positive light at all times
- Keep to the timeslots arranged in advance and inform the Education Assistant if unable to volunteer on a particular day

Skills and attributes sought:

- An empathy with the aims of Wakefield Cathedral
- The ability to welcome visitors in a friendly and positive manner
- The ability to work alongside Cathedral staff
- The ability to be mobile

- Willingness to undergo training relevant to the role
- Willingness to wear required identification

Training provision:

- General induction
- Health and Safety induction
- Introduction to Welcoming
- Learning alongside member of staff
- Ongoing training opportunities

Commitment involved:

- Individual workshops/events of usually 3 hours **or** regular community clubs
- To be agreed when opportunities arise

Volunteer Role Description for Wakefield Cathedral

Volunteer Title: Coffee Shop Assistant

Purpose of the role: To support Coffee Shop staff

Volunteer Supervision:

Manager of Volunteers Elizabeth Jenkins

Supported by Elaine Mole and Richard Hawksworth

Responsible to The Revd. Tony Macpherson, Canon Pastor

Location: Coffee shop, Treacy Hall

Key tasks/activities:

- To take food orders and money

- To serve food
- To clear tables
- To help with washing-up
- Give a warm and friendly welcome to all visitors to the Treacy Hall
- Portray the activities and policies of the Dean and Chapter in a positive light at all times
- Keep to the timeslots arranged in advance and inform the Day Manager if unable to volunteer on a particular day.

Skills and attributes sought:

- An empathy with the aims of Wakefield Cathedral
- The ability to serve visitors in a friendly and positive manner
- Basic numeracy and literacy skills
- The ability to keep up-to-date with current menus and prices
- Willingness to undergo training relevant to the role
- Willingness to wear required identification

Training provision:

- General induction
- Health and Safety induction
- Introduction to Welcoming
- Learning alongside member of staff – includes optional till training
- Ongoing training opportunities **Commitment involved:**
- Two hours per week or fortnight on a rota basis or more if you wish.

What to do if you are interested in volunteering.

**I am sure that you will find us to be a very friendly group of
volunteers who are easy to approach...so**

Come in and chat to one of our volunteers or arrange a taster session by contacting Elizabeth Jenkins.

If you would like to volunteer at Wakefield Cathedral please fill out the application form and send it to:

Elizabeth Jenkins
Manager of Volunteers
Cathedral Centre
8-10 Westmorland Street
Wakefield
WF1 1PJ

Alternatively, you can give your completed application to one of our volunteers. Please put your application inside a sealed envelope and mark it **For the Attention Of Elizabeth Jenkins.**

If you would have any questions about volunteering then please contact **Elizabeth Jenkins. Telephone 01924 373923 ext 211**
e-mail elizabeth.jenkins@wakefield-cathedral.org.uk

Volunteer Application Form



1 Personal Details

Surname _____ Title (Dr., Mr., Ms., etc.) _____

Forenames _____

Home address _____

Postcode _____

Home telephone

Mobile number

Date of birth (If under 18)

Email address

How did you learn about volunteering for the Dean and Chapter?

Please give details of days when you would be able to carry out volunteer duties

The Dean and Chapter of Wakefield Cathedral makes every effort to ensure that disabled people can compete on equal terms. If you feel this applies to you, please tick the box and enclose details on a separate sheet.

2 Education, Work or Voluntary Experience

Please give details of any education, training, work or voluntary experience, which you may feel is relevant to the voluntary position you are interested in.

3 Further information

Please use this space to provide a brief statement as to why you want to be a volunteer at Wakefield Cathedral.

4 Please indicate the areas of volunteering you are interested in

Tick one box for an area you are interested in and two if you have experience in that area

- | | | | | | |
|--------------------------|--------------------------|-----------------------|--------------------------|--------------------------|---------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Cathedral Welcomer | <input type="checkbox"/> | <input type="checkbox"/> | Bookshop Assistant |
| <input type="checkbox"/> | <input type="checkbox"/> | Coffee Shop Assistant | <input type="checkbox"/> | <input type="checkbox"/> | Education Volunteer |

5 Referees

Please give details of two referees, one of whom should be a recent employer or professional person or body

Name	Name
_____	_____
_____	_____
Position	Position
Address	Address
_____	_____
_____	_____
Postcode	Postcode
_____	_____
Email address	Email address
_____	_____
Telephone	Telephone
_____	_____