

CAMEO LEADER

We are currently recruiting for a leader for Cameo which is a Monday afternoon club on at All Saints Church hall where people meet up socially over a cup of tea or coffee and a piece of cake. If you are interested in the below job description for this voluntary role please contact Rev Simon Tillotson at simon@teamvicar.org or 01227 272308. Thank you

NB As of 5th November 2021 Cameo had not yet resumed activities after closing in March 2020 and its relaunch will depend on finding a new leader to take the excellent work of its previous leader, Linda Young, forward.

Job Description / Agreement – CAMEO Leader – Voluntary (unpaid role)

Job Outline:

- To ensure a safe environment for participants and helpers by adhering to health and safety regulations and food hygiene guidelines as they refer to All Saints Church Hall
- To provide food provisions to supplement church provision of tea/coffee coffee making provisions
- To provide active and passive activities
- To ensure the hall is left in a clean and tidy condition after use
- To ensure the hall is locked and secured after use

Specifics of the job:

a) Times of work – weekly, every Monday 1.30pm to 3.30pm, except those falling on bank holidays

b) Accountable to the Incumbent, DCC

c) Arrangements for notification if you are unable to fulfil the responsibility – Rev'd Simon Tillotson
– 01227 272308

d) To ensure sufficient helpers are available to provide refreshments and activities and to supplement when need arises at the weekly meetings and the periodic visits to local venues.

e) To ensure sufficient transport is available to pick and return home those members who have mobility problems and need for transport

f) To make contact with members known to be incapacitated or who have not attended for a number of weeks to offer pastoral support and refer to qualified person/agency if pastoral or practical help is required

g) Practical arrangements – Receipts for food purchases to be presented to the CAMEO Group Treasurer on date of purchase for reimbursement. Receipts for equipment purchases to be presented to CAMEO Group Treasurer for re-imbursement from CAMEO funds in first instance or DCC, if cost exceeds CAMEO funds held.

h) Arrangements for induction, training and support – initial interview with Incumbent; adherence to Food Hygiene Guidelines, Fire Safety Regs, Health & Safety Regs. attendance at Adult Safeguarding training event(s) as presented in Parish/Diocese

i) The Church takes the safety of everyone within the church very seriously and expects that everyone will work within the church safeguarding policy. In particular, the Church expects anyone who becomes aware of a safeguarding risk or of actual abuse, to immediately raise this with their Appointer, Rev'd Simon Tillotson or Adult Protection Co-ordinator, Mrs Julia Seath

j) A DBS check will be necessary with a diocesan directive to review the criminal record check every 5 years. Parish Disclosure officer to advise on renewal date.

k) Arrangements for continuing oversight and review – Annual interview by Incumbent to review past year's activities and look to the year ahead plus written report to DCC Secretary for inclusion in the ADCM Report Booklet.