



Truro Cathedral

sacred space, common ground

Inventory Project Team
Volunteer



Our Vision, Ambition and Values

Vision

Our vision for Truro Cathedral is to create **Sacred Space** in which the holiness of God is encountered in an open and inclusive way and **Common Ground** where issues shared by the whole of humanity can be explored.

Ambition

Inspired by the Gospel of Jesus Christ, we work to build a welcoming, inclusive and engaging environment that, through the delivery of a diverse and inspiring programme of worship, events, educational activities and community outreach, fulfils and spiritually enriches all who experience Truro Cathedral.

Values

Love & Unity

We care for one another with compassion and kindness and our work is embedded in a spirit of love and cooperation as we come together to succeed in our mission for the cathedral.

Dignity & Respect

We respect others and value diversity, embracing our similarities and differences with gentleness, self-control and a willingness to learn. We welcome expressions of spirituality, respecting and valuing those with different faiths or no faith.

Accountability & Integrity

We act with honesty, openness and integrity in everything we do. We use the resources entrusted to us wisely and effectively with transparency and accountability. We demand high standards of professionalism from ourselves every day, always striving to deliver excellence in our work.

Creativity & Courage

We are bold and challenge ourselves and others to question the norm. We explore new options and take intelligent risks, confident that we do so in a supportive environment. Committed to continual development, we embrace change and nurture personal growth.

Role Description

Role Title	Inventory Project Volunteer
Hours of Work	Flexible
Supported by	Facilities Lead Volunteer Manager
Department	Volunteers
Volunteering location	Cathedral

Overview and general duties

The cathedral must hold an inventory of all its assets. This inventory requires a rolling update, with all items reviewed periodically. The inventory update process ceased around 2020 with the records stored. We need to restart this process and anticipate that the inventory group will meet once a month.

The purpose of this role is to work as a team to review items held in the cathedral, collate information, prepare and input data into an agreed format to complete the cathedral inventory.


Duties

- Use existing catalogues and records to update the inventory record, currently held on MS Excel.
- Photograph objects for inclusion in the inventory records.
- Label and repack objects with conservation materials if required.
- Be aware of health and safety, security and safeguarding procedures.
- To participate in training and policy review as required, including matters of health and safety.

Requirements & Terms

Skills & knowledge required	<ul style="list-style-type: none">- Attention to detail.- Disciplined.- Able to read and write.- An interest in heritage and/or artifacts.- Teamwork.- The ability to work with care with the objects and items being logged.- Ability to work independently, effectively plan and organise work.- Comfortable working with MS Excel
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	- Able to undertake item-specific research
Qualifications required	N/A
Training required	Training will be arranged to cover all aspects of this role, including safeguarding, health and safety and security.
Physical requirements	This role requires standing and walking around the cathedral for long periods and occasional work at a desk.
Probation	The post will be subject to a 6-month probationary period, during which time, either party may give the other one month's written notice
Smoking	The cathedral operates a no-smoking policy
Health & Safety	All team members are required to follow the policies and procedures set out in the team handbook.
Equal Opportunities	Truro Cathedral operates under the principles of Equal Opportunity, insisting on and promoting equality of opportunity and access to all, regardless of age, race, colour, ethnic or national origin, gender, marital status, sexual orientation, disability or impairment, income, education, religious beliefs or cultural heritage. This applies to all we do, including our campaigns and employment practices, membership of committees, all stages of recruitment or selection processes, working practices, conditions of work, and allocation of resources.
Safeguarding	<p>Safeguarding – Everyone Matters – Everyone's Responsibility</p> <p>Truro Cathedral strives to be trauma-informed and is committed to developing safer policies, cultures and practices. Truro Cathedral's safeguarding policy provides a framework to promote the welfare and protection of children and vulnerable adults. It is available at www.trurocathedral.org.uk or in the company documents area of BreatheHR.</p> <p>Training: The postholder will be expected to attend safeguarding training up to 'Basic Awareness, 'Foundations' or 'Leadership' level, dependent on the role applied for. This will be arranged by the cathedral and may be required before a start date can be agreed.</p>
Cathedral policies	Comply at all times with the cathedral's policies found at www.trurocathedral.org.uk
Truro Cathedral vision	An empathy with Truro Cathedral's Vision, Ambition and Values
Other	Parking may be available in the Cathedral car park but only on



	<p>a first come first served basis and only while performing your volunteer duties, not at any other time. The car park operates a number plate recognition system, you will need to logo your registration number either in the cathedral office or caretaker's office if you wish to park in the car park.</p>
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