



# Truro Cathedral

*sacred space, common ground*

Volunteer Worship  
Administrator



## **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

|                              |                                                                  |
|------------------------------|------------------------------------------------------------------|
| <b>Role Title</b>            | Volunteer Worship Administrator                                  |
| <b>Hours of Work</b>         | 10am – 3pm, five days per week – flexible days to suit volunteer |
| <b>Supported by</b>          | Clergy   Volunteer Manager                                       |
| <b>Department</b>            | Volunteers                                                       |
| <b>Volunteering location</b> | Cathedral & Cathedral Office                                     |

## Overview and general duties

The purpose of this role is to support the cathedral clergy team with day-to-day administrative elements of cathedral life.

This role is classified as a position of trust. The skills required to deliver this function include organisation, excellent written and verbal communication, attention to details and a caring and supportive approach to all.

### Duties

Administrative tasks include but are not limited to:

- Organisation, attendance, administration and minuting of regular clergy meetings
- Supporting clergy with the collation and distribution of the clergy rota
- Maintaining the inventory of orders of service
- Supporting communication across the clergy team.

### General

- Attend and participate in training courses as directed
- Maintain confidentiality at all times
- Uphold and have sympathy for the cathedral's vision and values, with an understanding of the Cathedral as a place of worship.
- Ensure awareness and observance of Truro Cathedral's policies and procedures.
- Any other duties necessary for the smooth running of the cathedral and its business.
- This role description will be subject to regular review and amended if necessary to meet the changing needs of the cathedral.

## Requirements & Terms

|                                        |                                                                                                                                                         |
|----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Skills &amp; knowledge required</b> | <ul style="list-style-type: none"><li>- Good communication skills with a welcoming, friendly, non-judgemental and approachable manner, with a</li></ul> |
|----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|

|                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|--------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                | <p>positive disposition and willingness to engage with all customers, visitors and team members.</p> <ul style="list-style-type: none"> <li>- Ability to work as part of a team and with a flexible approach.</li> <li>- Experience of administration and working in a fast-paced environment.</li> <li>- Good time management including meeting deadlines and diary management.</li> <li>- Confident in the use of IT, in particular Word, Excel and Outlook.</li> <li>- Commitment to the values and mission of a faith-based organisation.</li> </ul>            |
| <b>Qualifications required</b> | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Training required</b>       | Training will be arranged to cover all aspects of this role including safeguarding, health and safety and security.                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Physical requirements</b>   | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Probation</b>               | The post will be subject to a 4-month probationary period, during which time, either party may give the other one months' written notice                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Smoking</b>                 | The cathedral operates a no-smoking policy                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Health &amp; Safety</b>     | All staff are required to follow the policies and procedures set out in the team handbook.                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Equal Opportunities</b>     | 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. |
| <b>Safeguarding</b>            | <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.</p> <p>Truro Cathedral's safeguarding policy provides a framework to promote the welfare and protection of children and vulnerable adults. It is available at</p>                                                                                                                                                                                                        |

|                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                               | <p><a href="http://www.trurocathedral.org.uk">www.trurocathedral.org.uk</a> 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. <b>An Enhanced DBS check is required for this role.</b></p> |
| <b>Cathedral policies</b>     | Comply at all times with the cathedral's policies found at <a href="http://www.trurcathedral.org.uk">www.trurcathedral.org.uk</a>                                                                                                                                                                                                                                                                                                                                     |
| <b>Truro Cathedral vision</b> | An empathy with Truro Cathedral's Vision, Ambition and Values                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Other</b>                  | Parking may be available in the Cathedral car park but only on a first come first served basis, only while performing your volunteer duties, not at any other time and only in the allocated spaces. The car park operates a number plate recognition system, you will need to log your registration number if you wish to park in the car park.                                                                                                                      |