



# Role Outlines Policy

## All Saints' Church, Walsoken

Please refer to Document S&S\_Doc\_001 for all Safeguarding and Social requirements.

### Specific Policy

This Safeguarding & Social (S&S) sub-policy enables the roles (people specifications) to be controlled at church.

#### Introduction

Having clearly written documents enables our church to think through what is wanted from a role and what sort of person would be suitable. It gives people confidence that our church takes its work with children, young people and vulnerable adults seriously when they are given a clear role, know to whom they are accountable and what their responsibilities are.

It should be noted that for clergy office holders and clergy with Permission to Officiate (PTO), the requirements of their role are determined by the Canons and other legislation, and an Enhanced DBS check (with barred list check) is always required.

#### Considerations

Consideration needs to be given to the "indirect" aspect of a role and the potential contact it may have with children, young people and vulnerable adults. A role might not be working directly with these groups but presents certain opportunities e.g. where it is based or hours worked. The role may not meet the criteria for carrying out an enhanced DBS check, but this does not stop other safer recruitment steps being taken, as well as a risk assessment being carried out so that any possible risks are identified and mitigated as far as possible.

### Reference Documents

Protecting all God's Children (Church of England)

Equality Act 2010

### Procedure

The general layout of volunteer role descriptions for all posts are likely to be similar but the contents will need to reflect local requirements, as well as the nature of the role.

The basic approach is that a "Volunteer Role Description" describes what the role will do, whereas the "Person Specification" describes the attributes a suitable candidate will possess.

#### Volunteer Role Descriptions

In creating a role description, the following will need to be identified and/or determined.

- 1) The role title.
- 2) The main purpose of the role.
- 3) The expectations of the role.
- 4) To whom the role is responsible.
- 5) The extent of the role's contact with children, young people and vulnerable adults and the responsibility for safeguarding.
- 6) A statement that the person appointed will be expected to work within the policy and procedures of the relevant safeguarding policy.
- 7) A statement that the person will be required to attend relevant safeguarding training.
- 8) General statements relevant to all roles, such as requirements relating to health and safety.
- 9) The time commitment anticipated (including, for example, setting up, clearing up, preparation during the week, meetings, training).
- 10) Where appropriate, a statement that the person appointed will require an enhanced DBS disclosure.

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### Person Specifications

The person specification describes the attributes a suitable candidate will possess. It is used for drawing up any advertisements/notices about the role and forms the criteria for evaluating applicants and assessing candidates, helping to identify key areas for the focus of interview questions.

In creating a person specification, the following will need to be identified and/or determined.

- 1) Any qualifications or specific training required for the role.
- 2) Any experience needed.
- 3) Knowledge, skills and competencies required to carry out the duties of the role.
- 4) General attributes which must include the need for commitment to the protection and safeguarding of children, young people and vulnerable adults.
- 5) Is there a genuine requirement for an individual to be a practising Christian.

The person specification should clearly indicate whether the stated criteria are:

- 1) Essential – those areas without which the job or volunteer role cannot be performed, or
- 2) Desirable – not essential to carrying out the duties, but which would be valuable and may assist in the final selection process if several candidates meet the essential criteria.

There are times when our church may decide based on age, race or another protected characteristic as detailed in the Equality Act 2010. Always take advice before deciding.

### Forms

Form 1. Volunteer Role Description Form

All Saints' Church, Walsoken	
Volunteer Role Description Form	
Role Title	<input type="text"/>
This document describes the skills, experience and attributes that a person needs to carry out the above role.	
Area	Response
Main purpose of the role	
What you will be doing	
When and where you will be doing it	
DBS Requirements	

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### Form 2. Person Specification Form

<b>All Saints' Church, Walsoken</b>		
<b>Person Specification for a Volunteer Role</b>		

Role

This document describes the skills, experience and attributes that a person needs to carry out the above role.

Criteria	Essential	Desirable
Knowledge		
Skills		

## Diagrams

None

## Appendices

None

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