



Visitor Welcome Volunteer role description

Location: varied – we look after over 350 churches in England

Role summary: You will volunteer in a fantastic historic building, full of stories which are still being discovered. You will give visitors a warm welcome to our church and will share some fascinating insights into the architecture and history of the site as you grow your knowledge during your time with us. You will also keep an eye out for the safety of visitors and the maintenance of the building.

There may also opportunities to develop ideas and become involved in conservation projects in the area. At times you may be able to help out with events and fundraising efforts to help ensure financial security for the churches in our care.

Key activities you will be undertaking:

- Opening and closing the church and checking that the route is accessible
- Greeting and welcoming visitors to the church
- Sharing inspirational stories and curious facts about historic and architectural details to engage visitors (we will help you discover these!)
- Encouraging visitors to give donations
- Reporting any issues or repairs/defects to a member of staff
- Helping to facilitate or run events (outside of regular opening hours)
- Light cleaning of the church

You may also be asked to:

- Help welcome groups, do some research, give a tour, but only when you feel comfortable doing so

Your time commitment:

This is flexible: there is no limit to the amount of time you can give. However, we would hope that that you would volunteer in line with the existing Volunteer Roster and give at least 3 hours a month. Some churches aim to have set opening times of during the winter and the summer months.

You can discuss your availability with your Local Community Officer/upon application.

Key Relationships:

Your main contact from Churches Conservation Trust will be a Local Community Officer. Their role covers more than 20 churches, and as such your contact will be both face to face and online.

This role may also involve contact with other staff from Churches Conservation Trust, such as the Learning and Interpretation Officer, Business Support Officer, Head of Region, as well as local church contacts.



We would ask you to:

- Follow the procedures and standards for volunteer activities
- Serve as good will ambassador for the Trust
- Be an active part of the volunteer team, support your peers and attend training workshops where necessary
- Familiarise yourself with the church, to ensure safety and security procedures are followed at all times
- Adhere to relevant policies and processes including safeguarding, Health and Safety, and equality and diversity

You can expect:

You will be based in a historic building, full of significance. Of course you will receive an induction to your role, including initial visits to the church for familiarisation and safety training purposes and to discuss any policies and procedures relevant to your activities. As a volunteer for CCT you are covered by our insurance. We will share any learning with you to keep your knowledge up to date. Other training opportunities and volunteer events will be advertised through email newsletters or via our Volunteer webpage. People have found volunteering to be useful to add to their c.v. and we are happy to serve as a reference once you've been involved with CCT for 3 to 6 months.

Volunteers are supported by CCT staff and other volunteers involved at the churches. You will be part of a community of supporters and volunteers with regular opportunities through the year to share ideas and findings. Volunteers have commented how they love the opportunity to make friends.

Please see the information in the online CCT Volunteer Handbook which contains extracts and summaries of some of the CCT policies. You may need to refer to fuller versions of these documents which may be obtained upon request. Any questions, just ask your local CCT contact.

Expenses:

Volunteers give their time and expertise freely to Churches Conservation Trust, and are not paid. Volunteers are encouraged to apply for out-of-pocket travel costs between their home and volunteering place, and other reasonable expenses agreed in advance with your Local Community Officer and in line with our expenses policy.

How to apply:

Please fill in the application form, available on our website and send this to volunteering@thecct.org.uk, indicating where you would like to volunteer.

Thank you for considering volunteering with Churches Conservation Trust. Without your support we would not be able to keep over 350 churches open at the heart of our communities.