

Volunteer Role Description – Host	
Name of church/body	All Saints Church
Role title	Host
Main purpose of the role	To welcome hirers to the church and ensure their hire is a positive experience
What you will be doing	<ul style="list-style-type: none"> • Receiving information from the event co-ordinator and follow through with requirements • Operate church systems as required • Opening up – welcome hirers on the day and be on call during events / or present as required, by negotiation with hirer • Ensure basic tidying, shut down systems, and lock up after event as required
Number of hours a week	You will give your availability to the event co-ordinator who will assign you an event accordingly. You may be required up to 8 hours for a given event, although you will probably not be needed on site for this whole time, you need to be contactable and available – usually a Saturday afternoon/evening. Such events would be max once a month per host. Other events might only be an hour or so during the week.
When and where you will be doing it	On site at the church meeting hirers and being around for their hire. You can do this role as much as you would like – indicate availability to event co-ordinator but large events would be max once a month
Benefits to you	This is an exciting role that gives you the opportunity to welcome hirers to the church and help ensure that they have a positive experience. It is not demanding on your time and you can indicate what times and days would suit you best. You will work alongside others to help make sure the church is inclusive and welcoming to everyone.
Person Specification	Comfortable meeting new people and welcoming people to the church Happy to learn the church systems and operate them as required
Disclosure & Barring Service (DBS) Requirements	None

Who you will be responsible to	Event co-ordinator
Training requirements	Church systems such as heating, audio, lighting, opening and locking up
Support you will be given	Event co-ordinator and others in the Hosts team
General information	We plan to welcome hirers to all sorts of events to the church space. These might range from a small hire for a baby singing class or an art exhibition of a local artist, these could run whilst the church is open during the week and so would require simply a welcome from a host. Other hires might be much bigger such as a concert or a wedding reception and these would require more hours spent onsite.

Created by: Hannah Higginson	Date: May 2023
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All role descriptions are draft at this stage and subject to change

The Church of England is committed to promoting a safe environment and culture for children, young people and vulnerable adults. The individual appointed to this role will be expected to work within the policy and procedures of the relevant safeguarding policies and attend all required safeguarding training.