



Volunteer Person Specification

Role Title: Evening and weekend Champions

Department: General

Date: May 2016

Main Duties and Responsibilities:

1. To be on hand to assist with being able to open the church during the evening and weekends.
2. Duties will be varied but may include, assisting with opening up, setting up or putting away for events
3. Support for lone working cover
4. Willing to help in any way needed at that time, including talking to the public and supporting others to complete their roles.

Days/hours for role: Evening until 9pm - Saturdays and Sundays

Location: Quay Place, Ipswich.

DBS Check Applicable: No

Attributes	Essential Criteria
Skills & Abilities	<ul style="list-style-type: none"> • Prioritise tasks • Flexible thinker • Problem solver • Excellent timekeeper • Ability to take everything in their stride
Knowledge & Experience	<ul style="list-style-type: none"> • Experience of assisting in opening and closing venues • Knowledge of why lone working and H&S are important • Knowledge of local area useful
Attitudes & Values	<ul style="list-style-type: none"> • Happy to help with all tasks • Happy to help in more unsociable hours • Friendly • 'can do' attitude • Reliable and honest attitude

Enquiries to Hossein@quayplace.co.uk 0300 111 6000