



St Peter's Church, Henleaze

Play at St Peter's – Vision statement and Volunteer Role Description (Coordinator)

The group is run by members of St Peter's Church Henleaze

Vision Statement

We aim to:

Welcome everyone

Give a warm welcome to everyone, whatever their age, relationship to the child, culture, religious background, colour, gender or disability.

Be excellent

Show excellence in all that is done in our group, from making coffee to comforting a person in distress. At all times to try to maintain our high standards

Provide a safe and happy environment

Offer a safe and happy environment for the team to work with parents, carers and children.

Care for our team

Value, encourage and care for every member of the team.

Offer friendship

Offer true friendship to everyone who comes to our group and create an environment where friendships can be made among our group members.

Involve parents and carers

Encourage parents and carers to assist and participate fully in the group as the group is for them and their children.



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Volunteer Role Description: Play at St Peter's Coordinator

See Separate Job Descriptions for Session Leader and Session helper

Role and Responsibilities:

The Coordinator will be responsible for the overall running of the Play at St Peter's by fulfilling the aims of the vision statement above.

Specific Duties:

The Coordinator has overall responsibility for running the group. As well as the day to day leadership set out in the role of session leader, the coordinator will;

- Ensure that all Safeguarding and Safer Recruitment procedures are followed.
- Ensure any relevant data protection legislation is complied with.
- Communicate church events and opportunities to the group.
- Compile a rota, keep in contact with the helpers and arrange occasional social events for the team.
- Be the first point of contact for any helpers unable to attend and arrange cover if needed.
- Be the main point of contact between the church leadership, the PCC and the group.
- Liaise with the church treasurer with regard to finances of the group.
- Ensure the equipment is properly maintained and source new equipment if needed.

The person should be:

- A member of St Peter's congregation
- Enthusiastic
- Approachable
- Caring
- Have a good sense of fun
- Good team worker
- Like people

Best Working Practice

- Be committed to team working and serving alongside others
- Always be polite
- Respect what people have to say
- Encourage and be positive

Safeguarding

Play at St Peter's falls under the church safeguarding policy and procedures. Please familiarise yourself with this policy, a copy of which is attached.

The church Safeguarding officer is Sandra Hollinghurst (07580 234110)

The person appointed by the church leadership to respond to any safeguarding concerns within Play at St Peter's is Kathy Kilgour (0117 962 1100)

Please contact one of us if you have any concerns.