



St. Martin

IN THE CORNMARKE

Lead of Hospitality

1. Introduction

St. Martin in the Cornmarket is part of the Church of England and occupies a location in the centre of Worcester. It is undertaking a redevelopment project that is partially complete with a new entrance and hospitality area created. The Church aims to be open for visitors. In order to fulfil this vision, a volunteer position has been created to assist in overseeing a small team of helpers.

2. Title

Lead of Hospitality (LoH)

3. Purpose

To enable and oversee the offer of hospitality presented by St. Martin in the Cornmarket.

4. Nature of Post

This is a voluntary post and is initially for a twelve week period from appointment - which may be extended. The hours involved are negotiable. The LoH will be expected to conduct themselves in a manner that reflects the Christian character of the enterprise.

5. Responsibilities

These would include

- the purchase of supplies, the handling of cash, the recording of expenditure and income;
- supporting other voluntary staff; and

- ensuring that the hospitality facilities and area are kept clean.

The LoH must carry out the role in accordance with legal requirements, including Health & Safety regulations.

6. Support & Accountability

This voluntary post is overseen by the Parochial Church Council. From time to time a written report will be required to be provided to this body. The Chair of the PCC, currently the vicar, and next the Churchwardens act on behalf of the PCC in day to day responsibility. The Lead of Hospitality will provide support and guidance to Hospitality Volunteers.

Recruitment will be made after the completion of an application form and an interview by a panel consisting of PCC members. References will be taken up and the post is for an initial twelve week period.

7. Training

An induction process and supported introduction to role will be provided. If there are appropriate training courses that the LoH needs to attend these can be considered and resourced.

8. Legal issues

Voluntary staff are insured for the activity they perform on behalf of the Church. As the post is not directed towards or intended to support vulnerable groups or individuals it is not subject to a DBS check, although the LoH must adhere to the Church's safeguarding policy. References will be taken up.

9. Expenses

Return travel on public transport to St. Martin in the Cornmarket will be covered. Parking is not available.

For a conversation about this post, please contact the Vicar, The Revd Colin Butler, at fr.colin.osm@gmail.com or 07754011074.

Church website - smartininthecornmarket.co.uk