



Tapiser VOLUNTEER

SUPERVISION: Chairman – Mrs Diana Symes

TIME COMMITMENT: To meet once a week for a three-hour session, but it is necessary to spend some time working/stitching at home each week.

PURPOSE OF THE ROLE:

- The Company of Tapisers exists to encourage members to use their needlework skills to make practical and beautiful vestments, banners and altar linen for the clergy to use during services, and kneelers and cushions for the use of the congregation and visitors. Their principle work revolves around the creation of vestments and furnishings for Exeter Cathedral. It is important to note that: varying duties exist within three distinct needlework groups: Textiles, Canvas and White Work.

VOLUNTEER PROFILE:

- To be enthusiastic about the Cathedral – it's liturgy and history
- To be enthusiastic about needlecrafts
- To have a knowledge of basic stitching techniques
- To have good eyesight
- To enjoy working with others as part of a team
- To have a positive, friendly and helpful attitude
- To be willing to learn from other Tapisers and take advice from the group leader
- Adults who are available during the day to attend the weekly meetings
- Able to use initiative and judgement regarding needlework projects
- Able to spend time at home, between meetings, doing needlework.

DUTIES

- To liaise with other volunteers and staff as necessary.
- To seek support from staff in case of difficulty, queries and questions from the Visitors' Office or Reception or Floor Managers or Shop staff.
- To be aware of security risks at all times, including unattended items and the safety of your own possessions and to notify Cathedral staff of any perceived risk immediately.
- To carry out assigned and agreed duties.

EXPECTATIONS:

- An understanding of and empathy with the operations of a working Cathedral
- To be representatives of the Cathedral and at all times treat other volunteers, staff and visitors with respect and consideration. Volunteers should expect the same treatment in return;
- To dress and conduct themselves appropriately and to wear Cathedral identification whilst on duty
- Respect and maintain confidentiality.
- To be familiar with the Cathedral Health and Safety Policy, Fire Procedures, other emergency procedures and the Safeguarding Policy.

TRAINING:

All volunteers must undergo

- Safeguarding Training – Basic Awareness

A higher level maybe required depending on the role

Induction training which will include

- Health & Safety
- Fire
- Security
- 1st Aid (role dependant)

We will provide you with a Volunteer Handbook to help guide you through your volunteering. You will also be asked to sign a Volunteer Contract as part of the joining process.

The Cathedral is committed to safeguarding children, young people and vulnerable adults

SAFEGUARDING RESPONSIBILITIES

- Implement safe and healthy working practices
- Risk assess all activities
- Listen to other workers and volunteers
- Protect yourself
- Tell the Cathedral Safeguarding Officer or Clergy of any safeguarding concerns, however minor.
- Attend any Safeguarding training at the appropriate level for your role.

DO	DON'T
Report all concerns about safety or well-being of an individual to the:- • The Cathedral Safeguarding Officer • The Diocesan Safeguarding Team • The Police (where there is an immediate risk of harm to a person) • Carry out a personal risk assessment for lone working if appropriate • Keep a written record of all incidents or disclosure (signed and dated)	• Offer confidentiality when you have a duty to report all concerns for safety • Investigate disclosure; simply get clarification of detailed and report the information shared

BENEFITS:

- Active participation in the life of the Cathedral
- Excellent training, including access to experts and specialists
- Meeting and sharing knowledge with visitors from across the world
- Skills and CV development
- Access to 2 of the 10 free tickets allocated to Volunteers per Cathedral organised event on a first come first serve basis
- 10% discount in the Cathedral Shop, Café and Ten Fifty.
- A complimentary drink in the Café during each volunteering session.