



Exeter Cathedral Christmas Market Stewards Role Description

SUPERVISION: Market Manager

TIME COMMITMENT: The Christmas Market runs from 13th November to 13th December

Market trading times

Monday, Tuesday, Wednesday 10am – 7pm

Thursday, Friday, Saturday 10am – 9pm

Sunday 11am – 5pm

Shift Times

Monday, Tuesday, Wednesday 10am – 2.30pm or 2.30pm – 7pm

Thursday, Friday, Saturday 10am – 2pm or 2pm – 6pm or 6pm – 9pm

Sunday 11am – 2pm or 2pm – 5pm

PURPOSE OF ROLE:

To support the smooth running of the Exeter Cathedral Christmas Market

- Patrolling the market, answering both trader and customer questions
- Covering comfort breaks for traders (not Street Food chalets)
- Reporting any Health & Safety concerns to the Market Manager
- Reporting issues to security and/or first aid as necessary

VOLUNTEER PROFILE:

- You'll be happy to work outside regardless of the weather
- Enthusiastic, positive approach to resolving problems
- Willing and able to stand in traders chalets fielding customer questions
- Willing to undertake training as needed.
- Able to operate as part of a team and to take instruction.

DUTIES:

- Patrol the Christmas Market. It can be cold, wet and involves uneven surfaces and steps

EXPECTATIONS:

- An understanding of and empathy with the operations of a working Cathedral.
- To wear your volunteer lanyard when working on behalf of the Cathedral.
- To wear a high visibility tabard whilst on duty

TRAINING:

All volunteers must undergo

- Safeguarding Training – Basic Awareness

A higher level maybe required

Induction training will include basic

- Health & Safety
- Fire
- Security
- 1st Aid

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 Rep or Clergy of any safeguarding concerns, however minor.
- Attend any Safeguarding training at the appropriate level for your role
- Induct and train others where this is possible.

Do	Don't
Report all concerns about safety or well-being of an individual to • The Cathedral Safeguarding Office • 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
- 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.

October 2026