

Volunteer Role Description

Cathedral Treasury

Description of Activity:

To act as a steward in the Treasury during opening hours.

Representing the Cathedral and the Church of England to the public.

Location:

Lincoln Cathedral Treasury

Supervision and Support:

Day to day supervision - Treasury Leader and Custos Thesauri

Cathedral staff contact - Volunteer & HR Officer

Benefits of the Role:

You will be working as part of an enthusiastic team of people showing the visiting public pieces of old silver, mainly chalices, patens and flagons lent to the Treasury from Churches in the Diocese.

Key Tasks:

- To provide a friendly welcome to visitors to the Treasury.
- To answer where possible visitors' questions, or if not, to know where to find the answers.
- To be aware of matters of health and safety and to help ensure a safe environment for visitors.
- To be aware of and to correctly follow evacuation procedures when necessary.
- To be aware of what to do in case of an accident in the Treasury.
- To attend refresher training sessions each year.
- To keep accurate records of visitor numbers and sales of booklets.
- To let the Treasury Leader know if you have to cancel one of your Treasury duties.
- Be an Ambassador for Lincoln Cathedral Treasury as a World Host destination.

Personal qualities and requirements:

You will need good interpersonal skills and must be able to communicate enthusiastically and knowledgeably with visitors about the Treasury.

All volunteers, when on duty, are Cathedral ambassadors and as such should behave and dress accordingly.

There are no requirements for a Disclosure and Barring Service Check for this role.

Support and training required (if any):

Full Induction and training are provided.

Undertake Basic Safeguarding Awareness Training, including refresher training as required.

Files of notes for volunteers are available in the Treasury for reference.

Undertake other training courses as and when appropriate.

Availability:

Volunteers sign up for as many or as few sessions as they wish on dates to suit them.

Treasury Shifts - 11am-1pm and 1pm-3pm, Monday to Saturday closed on Sundays.

The Cathedral Treasury Leader is responsible for finding replacements if volunteers have to cancel their allotted sessions.