

## **ST MARY THE VIRGIN STEBBING VOLUNTEER AND TRAINING COORDINATOR**

Job Title:	Volunteer Training Coordinator
Responsible to:	Project Lead – Community & Communications
Salary:	£25,000 FTE (National Minimum Wage compliant)
Contract:	Part-time 15 hours a week Fixed term 2 years contract

### **Summary**

The Church of St Mary the Virgin, Stebbing has recently been awarded a delivery phase grant from the National Lottery Heritage Fund for our 'Way Forward' project. This is a £1.8 million project that will see major repairs and upgrades to the historic church building to remove it from the Heritage At Risk register, alongside an exciting three-year heritage activity programme.

We are looking for a creative and energetic individual, with experience managing volunteers and coordinating training to join our team to deliver the activity plan. This person will help us build our volunteer team, bringing in a wider range of people to be involved in activities at the church. This person will lead our volunteers as well as ensure sufficient and appropriate training is provided.

Our capital programme will see urgent repairs to the Grade 1 listed building, levelling of the flooring to improve accessibility, removal of the pews to allow for greater use and flexibility, installation of a new heating system to enable the church to be better used in the winter months and more comfortable for people, and to address the damp issues affecting the structure of the building which will enable the church to be removed from the Heritage At Risk register.

We are planning for most of the capital work to take place in time for the building to be reopened in 2025 for a full celebration programme. Our activity programme centres around the celebration of the restoration as well other aspects of our heritage.

### **Key Responsibilities**

1. To lead the development and delivery of training programmes to give volunteers the necessary skills and confidence to carry out roles and meet the training requirements of the Activity Plan
2. To be an advocate for the active involvement of people at St Mary's
3. To develop existing, and create new, flexible, and open volunteer opportunities to maximise the ability of all people to contribute in a positive way and meet the needs of the Activity Plan
4. Diversify the volunteer group so that it more directly reflects the audiences targeted for the project and the village population
5. Work with the Heritage Engagement Officer and Project Administrators to enable all administrative tasks in relation to volunteers and training; including rotas to be carried out efficiently and effectively
6. Develop relationships with external organisations to maximise the opportunities for volunteering and training delivery, and make sure that these opportunities are made available to a wide range of people

7. Manage and develop the recruitment and training programmes for volunteers with assistance from the Project Administrator
8. Ensure volunteer activities and training programmes are evaluated and monitored in accordance with the evaluation requirements for the NLHF
9. Oversee the administrative tasks, evaluation records and data used for reporting to the NLHF
10. Attend project meetings as required and provide Volunteer and Training updates
11. Undertake additional duties as may reasonably be required

### **Additional Information**

The post holder will work from St Mary's Church and/or from home as required and appropriate.

Primary hours of work will be Monday to Friday between 9.00am and 5.30pm. Specific days and hours will be agreed on appointment. There will be occasions where the post holder is required to work evenings and weekends and in this case time off in lieu will be given.

This post is not one that requires the holder to be a practicing Christian and is open to applicants of any faith or none. However, the role is one which requires an understanding of the Christian focus and ethos of the parish of St Mary the Virgin and its missional context and demonstrate a willingness to work within and alongside the parish sympathetically with that focus, ethos, and context in mind. Appointment will be subject to a successful DBS check.

### **Interview Process**

Deadline for applications	Monday 23 <sup>rd</sup> June 2025
Shortlisting applications	w/c 30th June 2025
Interview dates	w/c 7 <sup>th</sup> July 2025
Successful applicant notified	Monday 21 <sup>st</sup> July 2025
Contract begins	Monday 4 <sup>th</sup> August 2025

Interviews will take place at The Rectory, Park Road, Little Easton, CM6 2JJ

Applicants should complete the application form, addressing how you meet the person specification attached with this job description and return by email. Completion of an application form is essential; we will not accept applications containing a CV only.

## **VOLUNTEER AND TRAINING COORDINATOR PERSON SPECIFICATION**

	Essential	Desirable
<b>Personal Attributes</b>		
Self-motivated, with an energetic and proactive approach to delivery	X	
A team-player, with resilience and enthusiasm, and a willingness to work collaboratively and with a high degree of flexibility with colleagues	X	
Willingness to work occasional unsociable hours, i.e. evenings and weekends	X	
A sense of responsibility and commitment to delivering work of consistently high quality	X	
Organised approach with the ability to set up and implement robust systems	X	
<b>Knowledge and Skills</b>		
Excellent verbal and written communication skills, with the ability to present and explain to different audiences and understand and capture what people are saying	X	
Excellent standard of numeracy, literacy, and IT skills	X	
Ability to establish and maintain positive relationships with, and enthuse, people from diverse backgrounds	X	
Understanding of the barriers to accessing volunteering opportunities people face	X	
<b>Experience</b>		
Experience managing volunteer teams and individuals	X	
Experience and understanding of best practice in the recruitment and training of volunteers	X	
Experience of establishing and managing a diverse volunteer workforce	X	
Previous experience of working on Heritage Fund projects		X



## **St Mary the Virgin Stebbing**

### **Volunteer & Training Co-Ordinator**

### **Application Form**

**Please mark all correspondence: Private & Confidential**

Please return this form via e-mail to:

Rhoda Herbert at [smvwayfoward@gmail.com](mailto:smvwayfoward@gmail.com)



## Application form

*Please complete this application form electronically or in black ink using block capitals.*

Post applied for:	
How did you hear about this opportunity?	

### Personal information

Family name:		Title:	
Date of Birth:			
Preferred name:			
Names in full:			
Names previously used (if any):			
Address with Postcode:			
Telephone:			
Mobile:			
Email:			
Are you free to remain and take up employment in the UK with no current immigration restrictions?			

Do you possess a current full driving licence? Yes / No

Details of any endorsements

Groups/expiry date

Do you own a car? Yes / No

## Employment history

*Please note any other employment you would continue with if you were offered this position.*

*How much notice is required in your current post?*

\_\_\_\_\_

*List present and previous appointments in reverse chronological order*

<b>From/To (month, year)</b>	<b>Name and address of employer</b>	<b>Job title and brief description of duties</b>	<b>Salary at leaving</b>	<b>Reason for leaving</b>
<b>Current</b>				

*Continue on a separate sheet if necessary.*

## Education and qualifications

- a) Professional/practical qualifications obtained (e.g. teaching, social work).  
Membership of professional bodies etc.

From	To	Qualification/experience

- b) Further education (college or university). Please give details of any qualifications and grades obtained.

From	To	Name of University/College and details of qualification gained and grades

- c) Principal secondary schools

From	To	School name, and details of qualifications gained and grades

### Reasons for applying for this post

Please detail here your reasons for applying for this post. What attracts you to the post and why you believe you are suitable for it? *You should include experience obtained in your present and past roles that would be relevant to this post and the particular skills you would bring if appointed. Your answer should seek to address the points in the person specification.*

*Continue on a separate sheet if necessary: however please note that we will not read more than the first 3 pages of any submission (including this one).*

### Interests, Recreations and Voluntary Work

Please give details of your main interests outside your employment and any positions held

### Referees

**Name and contact details of two referees, of whom one should be a present or most recent employer or, if appropriate, a tutor.**

	Present or most recent employer or tutor	Personal referee
<b>Name</b>		
<b>Position</b>		
<b>Address</b>		
<b>Email</b>		
<b>Telephone</b>		
<b>In what capacity do you know the referee?</b>		
<b>May we approach this referee prior to interview?</b>	Yes / No	Yes / No

### Criminal record

Please note here any criminal convictions except those 'spent' under the Rehabilitation of Offenders Act 1974. If none, please state. In certain circumstances, employment is dependent upon obtaining a satisfactory basic disclosure from the Criminal Records Bureau. For legal and accounting professions, you are required to disclose all convictions, including those that are 'spent' by virtue of the Rehabilitation of Offenders Act 1974.

**Make sure you sign the declaration on the last (following page)**

**Declaration**

*Please read this carefully before signing this application.*

- a) I confirm that to the best of my knowledge and belief, the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.
- b) I agree that the employer reserves the right to ask relevant questions about an individuals' health after an offer has been made, and only where appropriate will request a health assessment through occupational health.
- c) I agree that should I be successful in this application, the employer will, if required, apply to the Disclosure and Barring Service for the appropriate level of disclosure. I understand that should the disclosure not be satisfactory, any offer of employment may be withdrawn or employment terminated.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

---

## **PRIVACY NOTICE**

---

**Data controller:** Stebbing Parochial Church Council

### **1. Introduction**

Stebbing Parochial Church Council is a “Data Controller”. This means that we are responsible for deciding how we hold and use personal information about you.

Stebbing Parochial Church Council “The Organisation” collects, stores and processes personal data relating to its employees in order to manage the employment relationship. This privacy notice sets down how the Organisation collects and uses personal information about you during and after your working relationship with us.

This privacy notice applies to current and former employees, workers and contractors. This notice does not form part of a contract of employment or any contract to provide services and may be updated at any time.

The Organisation is committed to protecting the privacy and security of your personal information. The Organisation is committed to being clear and transparent about how it collects and uses that data and to meeting its data protection obligations.

### **2. Data Protection Principles**

The Organisation will comply with data protection law. This means that the personal information we hold about you must be:

- Used lawfully, fairly and in a transparent way;
- Collected only for valid purposes that we have explained to you clearly and not used in any way that is incompatible with these purposes;
- Relevant to the purposes we have told you about and limited to those purposes only;
- Accurate and kept up to date;
- Kept only for such time as is necessary for the purposes we have told you about; and
- Kept securely.

### **3. What Information Does the Organisation Collect And Process?**

The Organisation collects and processes a range of personal information (personal data) about you. Personal data means any information about an individual from which the person can be identified. This includes:

- Personal contact details, such as your name, title, address and contact details, including email address and telephone number;
- date of birth;
- gender;
- the terms and conditions of your employment;
- details of your qualifications, skills, experience and employment history, including start and end dates, with previous employers and with the Organisation;
- information about your remuneration, including entitlement to benefits such as pensions;
- details of your bank account, tax status and national insurance number;
- information about your marital status, next of kin, dependants and emergency contacts;
- information about your nationality and entitlement to work in the UK;
- copy of driving licence;
- details of periods of leave taken by you, including holiday, sickness absence, family leave and sabbaticals, and the reasons for the leave;

- details of any disciplinary or grievance procedures in which you have been involved, including any warnings issued to you and related correspondence;
- assessments of your performance, including appraisals, training you have participated in, performance improvement plans and related correspondence;
- CCTV footage and other information obtained through electronic means e.g. swipe card records.

We may also collect, store and use the following special categories of more sensitive personal information:

- information about medical or health conditions, including whether or not you have a disability for which the Organisation needs to make reasonable adjustments;
- details of trade union membership;
- information about your criminal record; and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief.

The Organisation collects this information in a variety of ways. For example, data is collected through the application and recruitment process and during work-related activities throughout the period of working for us.

In some cases, the Organisation collects personal data about you from third parties, such as references supplied by former employers, information from employment background check providers, information from credit reference agencies and information from criminal records checks permitted by law.

Data is stored in a range of different places, including in your personnel file, in the Organisation's HR systems and in other IT systems (including the Organisation's email system).

#### **4. Why Does the Organisation Process Personal Data?**

The Organisation needs to process data to enter into an employment contract with you and to meet its obligations under your employment contract.

In addition, the Organisation needs to process data to ensure that we are complying with our legal obligations, for example, we are required to check an employee's entitlement to work in the UK.

In other cases, the Organisation has a legitimate interest in processing personal data before, during and after the end of the employment relationship.

#### **5. Situations in Which We Will Use Your Personal Information**

Situations in which we will process your personal information are listed below:

In order to:

- make decisions about recruitment and promotion processes;
- maintain accurate and up-to-date employment records and contact details (including details of whom to contact in the event of an emergency), and records of employee contractual and statutory rights;
- check you are legally entitled to work in the UK;
- gather evidence for, and keep a record of, disciplinary and grievance processes, to ensure acceptable conduct within the workplace;
- pay you and, in the case of employees, make deductions for tax and National Insurance;
- make decisions about salary reviews and compensation;
- operate and keep a record of employee performance and related processes;
- keep records of training and development requirements;

- operate and keep a record of absence and absence management procedures, to allow effective workforce management and ensure that employees are receiving the pay or other benefits to which they are entitled;
- ascertain your fitness to work;
- operate and keep a record of other types of leave (such as maternity, paternity, adoption, parental and shared parental leave), to allow effective workforce management, to ensure that the organisation complies with duties in relation to leave entitlement, and to ensure that employees are receiving the pay or other benefits to which they are entitled;
- ensure effective general HR and business administration;
- provide references on request for current or former employees;
- deal with legal disputes involving you or other employees, workers and contractors; and
- facilitate equal opportunities monitoring in the workplace.

## **6. If You fail to Provide Personal Information**

If you do not provide certain information when requested, the Organisation may not be able to perform the contract we have entered into with you, such as paying you or providing a benefit. You may also have to provide the Organisation with data in order to exercise statutory rights, for example in relation to statutory leave entitlements.

## **7. Change of Purpose**

The Organisation will only use your personal information for the purpose for which it was collected unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will advise you of this and explain the legal basis which allows us to do so.

You should be aware that we may process your personal information without your knowledge or consent where this is required or permitted by law.

## **8. How We Use Sensitive Personal Information**

Some special categories of personal data, such as information about health or medical conditions, is processed to carry out employment law obligations (for example, in relation to employees with disabilities and for health and safety purposes).

Data used by the Organisation for these purposes is anonymised or is collected with the express consent of employees, which can be withdrawn at any time. Employees are entirely free to decide whether or not to provide such data and there are no consequences of failing to do so.

## **9. Information About Criminal Convictions**

We do envisage that we will hold information about criminal convictions. We will only collect information about criminal convictions if it is appropriate given the nature of the role and where we are legally able to do so. Where appropriate, we will collect information about criminal convictions as part of the recruitment process or we may be notified of such information directly by you in the course of you working for us.

## **10. Automated Decision-Making**

Our employment decisions are not based solely on automated decision-making.

## **11. For How Long Do You Keep Data?**

The Organisation will only hold your personal data for as long as is necessary to fulfil the purposes we collected it for, including any legal, accounting or reporting requirements. To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data,

the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

The periods for which your data is held after the end of employment will be in accordance with applicable laws and regulations

## **12. Who Has Access to Data?**

Your information will be shared internally only between members of the Way Forward Project Team, the Pilgrim Parishes Administrator and the Standing Committee of the PCC.

The Organisation shares your data with third parties where required by law, where it is necessary in order to administer the working relationship with you or where we have another legitimate interest in doing so. The following services are carried out by third party service providers: payroll, pension administration, benefits provision and administration, IT services.

The Organisation will not transfer your data to countries outside the European Economic Area.

## **13. How Does The Organisation Protect Data?**

The Organisation takes the security of your data seriously. The Organisation has internal policies and controls in place to prevent your data being lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties. Details of these measures are available on request.

When the Organisation engages third parties to process personal data on its behalf, they do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

## **14. Your Duty to Inform Us of Changes**

It is important that the personal information we hold about you is accurate and current. Please be sure to keep us informed if your personal information changes during your time working with us.

## **15. Your Rights**

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request (known as a “data subject access request”);
- require the Organisation to change incorrect or incomplete data;
- request erasure of your personal information. This enables you to ask the Organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where the Organisation is relying on its legitimate interests as the legal ground for processing; and
- ask the Organisation to suspend the processing of your personal data for a period of time if data is inaccurate or there is a dispute about its accuracy or the reason for processing it.

If you would like to exercise any of these rights, or you have any questions about the privacy notice, please contact your manager.

If you believe that the Organisation has not complied with your data protection rights, you have the right to make a complaint to the Information Commissioner’s Office.

<b>ACKNOWLEDGEMENT AND AGREEMENT OF EMPLOYEE</b>	
I acknowledge receipt of the Privacy Notice and confirm that I have read and understood it.	
<b>NAME:</b>	
<b>DATE:</b>	
<b>SIGNATURE:</b>	