**DURHAM DIOCESE VOLUNTEERING**

**ROLE DESCRIPTION**

|  |  |
| --- | --- |
| **TITLE OF ROLE** | **Vacancy Audit Process Coordinating Volunteer** |
| **PURPOSE** | To coordinate the Vacancy Audit programme, which is designed to help parishes in vacancy become healthier in terms of their attitudes to mission, finance, buildings and governance. Also, to explore how this audit process could be rolled out to parishes not in vacancy, thus helping to enable culture change in the diocese. |
| **WHAT YOU WILL BE DOING** | In this role you can expect to:   1. Coordinate the facilitator team – to include identifying, recruiting and training suitable volunteers, and allocating them to parishes for the audit process. Also, ensuring that the facilitators’ reports comply with the diocesan template and contain appropriate recommendations 2. Provide a pre-audit brief to the appointed facilitator – to include financial and missional data, also any relevant background information obtained from Cuthbert House staff (inc. Buildings for Mission, Safeguarding, as well as Finance, the relevant Archdeacon, Area Dean and Lay Chair 3. Report to the Vacancy Audit Group – regular reporting of progress and provision of completed reports (with recommendations) to the Group 4. Provide a post-audit check with parishes – ensuring that recommendations have been implemented and obtaining feedback from the parishes about their experience of the audit 5. In collaboration with others, develop and adapt the Vacancy Audit process so that it can be used as a Mission Audit tool for any parish – possibly in conjunction with the Archdeacon’s Inspection process   Durham Diocese is committed to safeguarding. We expect all staff and volunteers to share this commitment. If at any time you see or hear anything that could suggest a safeguarding risk, or you have any other reason to be concerned, you must report it immediately to the Diocesan Safeguarding Adviser. Safeguarding is everyone’s responsibility. |
| **LOCATION AND TIMES** | In this role you will usually be based in Cuthbert House, or working from home.  We ask someone volunteering for this role ideally to offer up to two days a week. This can be done flexibly, to suit both the volunteer and the needs of the role. |
| **WHAT WE ARE LOOKING FOR** | * Please see separate person specification for the criteria we are looking for in this voluntary role |
| **FIRST STEPS** | * Recruitment is through an application form with references, informal interview, induction and introductory period. * You must undertake all required safeguarding training before your start date and at all times work within the policy and procedures of the relevant safeguarding policies. |
| **DISCLOSURE & BARRING SERVICE (DBS) REQUIREMENTS** | This post is subject to completion of a confidential declaration form*.*  This post is subject to a Basic DBS Check |
| **TRAINING** | We ask you to undertake the following essential online courses; you **must complete them before you start your volunteer role**. If you would like support with access or you have been affected by any of the content, please let us know as help is available   * **National Church of England Safeguarding training**   Basic Awareness module and Foundation module – please register as part of ‘Durham Diocese’ <https://safeguardingtraining.cofeportal.org/> |
| **SUPPORT & SUPERVISION** | You will be supported and supervised in your usual activities by:   * The Archdeacon of Durham, who holds Diocesan responsibility for Mission, Discipleship, Ministry & Growth |
| **WHAT WE OFFER YOU IN RETURN** | * References available on request * Travel expenses |
|  |  |
|  |  |

.