

Role description for Orchard Project Co-ordinator at All Saints

Role: To help with the organisation of and development of the Orchard Project in the field at All Saints church

Role Requirements:

To be: To be a person of integrity, who serves in a gracious, Christ-like manner

To do:

- Maintain good communication between the Orchard project team members
- Arrange regular 'Volunteer Mornings' and encourage good relations with neighbours and community
- Report to the Premises Vision Group regularly on progress and plans, and seeking permission from the PCC and Diocese as needed
- Liaise with community groups encouraging suitable involvement
- Work with team members in finding and applying for funding, and keep record of expenses.
- Read the Church's Risk Assessment for Work mornings, and be aware of its requirements
- To be a member of the Premises Vision Group
- To read and adhere to all aspects of the All Saints Safeguarding Policy (www.cofeguildford.org.uk/safeguardingpolicy), including recruitment and training requirements; and all other Policies of All Saints Church.

Reports to: The Premises Vision Group Chair

Agreement: I agree to being the Orchard Project Co-ordinator at All Saints Church, under the governance structures of the Incumbent and the PCC.

Name (print and sign): _____

Incumbent: _____

Date: _____

Form approved May 2022