



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
- I agree to comply with all aspects of the All Saints Safeguarding Policy: <https://www.churchofengland.org/sites/default/files/2019-05/PromotingSaferChurchWeb.pdf>), including recruitment and training requirements; and all other church policies.
- I agree to read and adhere to the Church of England's Parish Safeguarding Handbook: <https://www.churchofengland.org/sites/default/files/2019-10/ParishSafeGuardingHandBookAugust2019Web.pdf>

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 updated May 2024