

Application Pack



Volunteer Shop Ambassador



Truro Cathedral Office
14 St Mary's Street
TRURO
TR1 2AF

June 2010

VOLUNTEERS FOR TRURO CATHEDRAL SHOP

Thank you for your interest in volunteering as part of the Shop Assistants team at Truro Cathedral.

Volunteers play an important part in the smooth running of the Cathedral and its operations and the Cathedral Chapter greatly appreciates all that they do. Volunteers come from all walks of life and from all over the County of Cornwall. We currently have over 200 volunteers who fulfill many different roles including flower arrangers, guides and stewards, office assistants, finance assistants, servers, education assistants and indeed assistants in the Cathedral Shop.

All of our volunteers are required to complete a Confidential Declaration concerning the Protection of Children and Young People.

We are currently recruiting volunteers to join the Cathedral Shop Team. The Cathedral Shop is an important part of the ministry of welcome and hospitality to the 170,000 visitors which we welcome to the Cathedral each year. Further details of the Shop and the role are attached.

If you would like to arrange an informal visit to the Cathedral Shop, please contact James Barker the Manager on 01872 275125.

If you are interested in helping in this way, please complete the attached application form and return it by Thursday 24th June 2010. An informal interview will then be arranged.

Kind regards

Yours sincerely

Neil Parsons
Chief Executive

TRURO CATHEDRAL SHOP

The Cathedral Restaurant and Coffee Shop, and The Cathedral Shop form Truro Cathedral Limited, a separate trading company, which is managed by a Board of Directors. The Dean is the sole shareholder and the Chief Executive is Managing Director. The Board of Directors meet every other month and the Restaurant and Catering Manager and Shop Manager both prepare operational reports for these Board meetings. The Company Secretary deals with financial matters on a day to day basis in conjunction with the respective Managers. All profits from Truro Cathedral Limited are gifted to the Cathedral to further its mission, worship and outreach.

Daily operation of the Cathedral Shop is under the supervision of a Professional Manager, James Barker who is supported by Shirley Opie and Tamsin Scott. They are assisted on a daily basis by a strong and friendly team of volunteers, many of whom have helped since the shop opened in its present location in 1987. There is a strong sense of loyalty and friendship amongst the shop volunteers.

Volunteers undertake many varied roles within the daily operation including welcoming customers to the shop, operation of the till, dealing with sales, pricing stock.

VOLUNTEER APPLICATION FORM

Thank you for applying to be a volunteer ambassador in the Cathedral Shop. Please complete the information requested in this form in **block capitals**.

CONFIDENTIAL

PERSONAL INFORMATION

Surname:

Title: (Mr/Mrs/Miss/Ms)

Forenames:

Age Group: 15 – 30, 30 – 50, 50 – 70, 70 - 90

Address:

Telephone number:

E mail:

Health: Any relevant restricting factors?

Emergency contact name and telephone number:

AVAILABILITY

Are you currently: Employed / In Education / Retired / Other

When would you be available to start?

EXPERIENCE AND SKILLS

Please attach your CV if available

Qualifications / Skills / Relevant training undertaken:

Do you speak any foreign languages? - please state.

Employment experience: (if under 21 any educational achievements)

Volunteering experience:

INTERESTS:

Any relevant personal hobbies and interests

REFERENCES:

Names and addresses of two people

1.

2.

Signature:

Date:

please complete and return to:

PA to the Chief Executive, 14 St Mary's Street, TRURO, TR1 2AF

The details given on this form will be kept with the Personnel Records under the terms of the Data Protection Act.
Information will not be passed on without your consent.