Role Outline for a Learning and Development Volunteer

**Role title Learning & Development Volunteer**

**Location** Appointed to serve in a church/circuit & District context as necessary

**Overall purpose** Deliver approved schemes and training packages to small groups of church volunteers

**Responsible to** Learning and Development Coordinator

**Relationships (internal)** Members of the local church and community across circuits and district

**Relationships (external)** Circuit/District Leadership Team, Regional DMLN team, outside agencies as appropriate

**Duration of appointment** Normal duration of role is two years with possibility of renewal after appropriate review

**Availability** Recommended time commitment of a minimum of 4 hours per month and a maximum of 16 hours to be determined in consultation with the DMLN.

Willingness to travel across your Circuit/District to meet local Christians and work alongside them

**Review** Work to be reviewed every 6 months through a peer review scheme

**Training** To undertake the DMLN team training sessions relevant to you area of interest & expertise and to commit to further training as necessary.

**Supervision and Support** Attendance at 2 regional gatherings of volunteers each year is mandatory

**Expenses** Travel necessarily incurred in the performance of duties will be reimbursed when travelling outside your home circuit. Training materials will be provided or costs reimbursed.

**Accountability** This role will be accountable to the DMLN Learning and Development coordinator in the region.

**Workforce (for DBS)** Limited contact with Children and vulnerable Adult Workforce

**Key Responsibilities**

*The following duties will be undertaken as part of the role outlined above. All roles within the District carry with them the responsibility to take the safeguarding of children and vulnerable adults seriously and any concerns that arise within them should be reported as per Local District Safeguarding Policy*.

* Delivery of approved schemes and training packages to small groups of church volunteers and some wider gatherings
* Offering creative input into the learning environment by making delivery appropriate to those you encounter
* Working alone or with other volunteers/DMLN team staff to meet the needs of the local church/circuit/district
* Providing reports and feedback on the activity you’ve undertaken
* Operate in a community fo practice with fellow subject specialists
* Being the face of the DMLN as part of its volunteer team

**Skills and Attributes**

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| **Attributes** | **Essential** |
| Experience | Teaching and delivery of learning and development interventions |
|  | Expertise in leading small groups and gatherings  |
|  | Passion for one or more field of interest e.g. children’s work, pastoral care, leadership skills |
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| Education | Level 2 NQF (typically GCSE, O Level or NVQ Level 2) to include English as pass level or to be able to demonstrate relevant experience as a minimum |
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| Knowledge and Skills | Understanding of your own faith and willingness to share with others |
|  | Ability to show balance and consideration for all, taking care to meet the needs of all ages, cultures, ethnicity, gender and abilities |
|  | Able to communicate effectively with wide range of individuals and groups using various methods and approaches. |
|  | Able to relate appropriately to those within context of the encounter |
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| Beliefs and Values | Able to present a strong Christian example |
|  | A member of the Methodist Church or regular attendee |
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| Personal Qualities | Empathetic, sensitive and supportive both in personal and team situations |