

3Generate will take place from Friday 4<sup>th</sup> October to Sunday 6<sup>th</sup> October at The National Exhibition Centre, Perimeter Road, Birmingham B40 1NT

We need volunteers who will facilitate, enable and encourage children and young people to participate, think, reflect, develop, lead and find their own voice.



Methodist Children & Youth Assembly

All volunteer role offers are subject to references and the confirmation of a valid DBS certificate. Applicants are sent an acknowledgement email after the online application form is completed, followed by another email after their application has finished being processed – this will confirm whether successful and, if so, welcome them to the team.

<b>Volunteer role</b>	<b>Night Stewards Team</b>
<b>Role suitable for</b>	<ul style="list-style-type: none"> <li>• All ages over 18, OPPs, students, locals to Birmingham NEC (stay on-site or travel each day).</li> <li>• As the role requires patrolling the site at night applicants must have good mobility, being able to respond quickly and effectively to any incident.</li> <li>• Those who enjoy working with and interacting with people – including working collaboratively with other members of the Care Team (especially the Village Hosts and Youth Support Team).</li> <li>• Those who are happy to support the event without being involved in the programme.</li> </ul>
<b>Accessibility / mobility</b>	<ul style="list-style-type: none"> <li>• All accommodation is at ground level.</li> <li>• Night Stewards are on duty from 9pm, with breaks taken when it is quiet.</li> <li>• Communication will include the use of radio-controlled walkie-talkies to enable liaison with others in different locations.</li> </ul>
<b>Role description</b>	<ul style="list-style-type: none"> <li>• Working as part of a small team ensuring the safety of the site at night - on a rota between 9pm and 7am on both Friday and Saturday Nights.</li> <li>• Offer solution-focussed support during the night.</li> <li>• Be a point of contact and assistance during the night.</li> </ul>

<p><b>Tasks</b></p>	<ul style="list-style-type: none"> <li>• On Friday evening to assist with the arrival of groups on site.</li> <li>• Knowing and understanding the arrangements for evacuating the site and undertaking specific duties in an emergency.</li> <li>• To be aware of health and safety risks and fire hazards throughout the weekend, maintaining order and reporting issues to the Team Leader.</li> <li>• To direct people and maintain calm during an emergency or evacuation of a building or room.</li> <li>• To patrol the site at night and to be available to deal with various incidents occurring overnight.</li> <li>• To staff help desk overnight. Maintaining the logs, monitoring the radio, and direct responses within Night Stewards team while liaising with appropriate other teams during an incident.</li> </ul>
<p><b>General</b></p>	<p>All volunteers should:</p> <ul style="list-style-type: none"> <li>• Familiarise themselves with the programme and the site.</li> <li>• Follow Team Leader instructions in the event of a significant/major incident.</li> <li>• Abide by the code of conduct for the event, which will be provided for all volunteers and staff.</li> <li>• Adhere to the policies and procedures of The Methodist Church for the safeguarding and protection of children, young people and vulnerable adults, and to report any concerns or incidents using the 3Generate Policy procedure outlined in the briefing documents.</li> <li>• All delivery team members are asked to complete the following online training courses. <ul style="list-style-type: none"> <li>• EDI (Equality, diversity and Inclusion) training</li> <li>• Accessibility training</li> <li>• Unconscious bias training</li> <li>• Foundation Safeguarding training</li> </ul> </li> </ul>
<p><b>Responsibility for other volunteers</b></p>	<p>No direct reports</p>
<p><b>Responsible to</b></p>	<p>Night Stewards Team Leader (as part of the wider Care Team)</p>
<p><b>Time required</b></p>	<ul style="list-style-type: none"> <li>• There will be a Team Day in July at the NEC Birmingham, 10am to 3pm.</li> <li>• All team members should attend if possible</li> <li>• 3Generate weekend – 11am on Friday 4<sup>th</sup> October until 4pm Sunday 6<sup>th</sup> October. We encourage you to travel to the venue independently of your church group so that you can be available to set up on the Friday.</li> <li>• Key times: Friday 11am-5pm (setting up); Friday 7-11pm; Saturday 8am-12noon; Saturday 2-5pm; Saturday 7-11pm; Sunday 8am-2pm</li> </ul>

<b>Experience, skills, qualifications required</b>	<ul style="list-style-type: none"> <li>• Welcoming and friendly.</li> <li>• Common sense approach.</li> <li>• Experience of caring for children and young people.</li> <li>• Completion of Foundation safeguarding training.</li> <li>• Solution-focussed.</li> </ul>
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<b>References &amp; DBS</b>	<ul style="list-style-type: none"> <li>• Two referees – one should be a minister</li> <li>• An enhanced and Children’s Barring List (Regulated Activity) DBS check is required for this role. It may be possible to use an existing one if certain conditions are met.</li> </ul>
<b>Provision</b>	<ul style="list-style-type: none"> <li>• Briefing and training.</li> <li>• Accommodation will be provided (if required) in dormitories within NEC Rooms away from the noise of the event (bed and mattress provided).</li> <li>• Food and refreshments.</li> <li>• 3Generate Delivery Team clothing (t-shirt and hoodie), lanyard and name badge – only to be worn when on duty.</li> <li>• Valid expenses claims (with receipts, etc...) will be reimbursed for travel within the UK for the event.</li> </ul>
<b>Experience and skills gained</b>	<ul style="list-style-type: none"> <li>• Experience of working as part of a team to deliver a large-scale, national event.</li> <li>• Responding to challenges as they arise.</li> <li>• Logistical and pastoral experience.</li> <li>• Working as part of a team.</li> </ul>

**The Methodist Church recognises that there will be a wide theological spectrum represented through the children and young people who attend the event and therefore this will need to be recognised by all those involved in facilitating over the weekend. It is possible that some of the views held by the children and young people may be at difference with your own views and we would ask that you respond to theological views sensitively and respectfully, ensuring that the range of views within any discussions are equally heard (whether programmed sessions or informal).**