

3Generate will take place from Friday 4th October to Sunday 6th 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>Registration Team</b>
<b>Role suitable for</b>	<ul style="list-style-type: none"> <li>• Warm, welcoming and friendly people with initiative who can register arriving groups on Friday evening.</li> <li>• We will need some members of the registration team who are available over the entire weekend to work on Saturday and Sunday.</li> <li>• People confident using technology (we use scanners and software on tablets to register attendees).</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>• Working on registration can be done standing or sitting so these roles are suitable for those with limited mobility, in a wheelchair or unable to stand for prolonged periods.</li> <li>• Some groups may arrive late (even after midnight) – those working on registration until the end and who are also part of the merchandise team, will have a later shift on Saturday.</li> </ul>
<b>Role description</b>	<ul style="list-style-type: none"> <li>• Provide a welcome for those arriving at 3Generate.</li> <li>• Register children, young people and leaders using scanners and tablets.</li> <li>• Update the system with any substitute attendees.</li> <li>• Accurately distribute colour-coded and barcoded wristbands.</li> <li>• Work on the merchandise stall for different shifts on Saturday and Sunday.</li> </ul>
<b>Tasks</b>	<ul style="list-style-type: none"> <li>• To help prepare for registration on Friday and checking out on Sunday.</li> <li>• To operate the iKnow Church registration app using tablets.</li> <li>• Welcome participants and leaders to the event.</li> </ul>

	<ul style="list-style-type: none"> <li>• Accurately register attendees on the tablet and distribute the correct wristbands.</li> <li>• Support an effective registration process at the event by working closely with management and stewarding teams.</li> <li>• To support Team Leaders, as required over the weekend.</li> </ul>
<b>General</b>	<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>
<b>Responsibility for other volunteers</b>	No direct reports
<b>Responsible to</b>	Registration Team Leader
<b>Time required</b>	<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> <li>• Some groups may arrive late (even after midnight) – those working on registration until the end and who are also part of the merchandise team, will have a later shift on Saturday.</li> </ul>
<b>Experience, skills, qualifications required</b>	<ul style="list-style-type: none"> <li>• Administration experience – including awareness of data protection and confidentiality issues.</li> <li>• Customer service.</li> <li>• Attention to detail.</li> </ul>

	<ul style="list-style-type: none"> <li>• Technology literate.</li> <li>• Completion of Foundation safeguarding training.</li> </ul>
<b>References &amp; DBS</b>	<ul style="list-style-type: none"> <li>• Two references – one should be a minister.</li> <li>• A 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 (if required) will be provided as an Indoor Walk-In Tent. This will be shared with one other volunteer, though each volunteer will have their own compartment (including bed and mattress) with a communal living area shared between the two volunteers.</li> <li>• Meals for the weekend.</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>• Customer service skills.</li> <li>• Administrative and organisational skills.</li> <li>• Retail awareness if also working on the merchandise stall.</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).**