

3Generate will take place from Friday 22<sup>nd</sup> to Sunday 24<sup>th</sup> November at Pontins Southport Holiday Park, Shore Road, Ainsdale-on-Sea, Southport PR8 2PZ.

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



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>Stewarding Team</b>
<b>Role suitable for</b>	OPPs, students, Youth Leaders, local volunteers – all ages over 18
<b>Role description</b>	Working as part of a small team ensuring the good running of the event - on a rota.
<b>Tasks</b>	<ul style="list-style-type: none"> <li>• To steward and marshal people around the venues and the site.</li> <li>• Knowing and understanding the arrangements for evacuating the site and undertaking specific duties in an emergency.</li> <li>• Knowing the layout of the site and the event programme and being able to assist delegates by giving information about the available facilities and remembering those with additional needs</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>• Being aware of the location of entrances and exits and fire extinguisher points.</li> <li>• To direct people and maintain calm during an emergency or evacuation of a building or room.</li> <li>• Ensuring safety in outdoor spaces – eg around marquees and other obstacles, particularly after dark.</li> <li>• To direct delegates to relevant rooms or areas for activities, sessions, etc, particularly when there are specific items in the programme that require a lot of movement at one time.</li> <li>• To ensure mealtimes run smoothly. Managing queues to dining, as appropriate.</li> <li>• To ensure venues do not exceed the capacity numbers by clicking in and out numbers when required and directed by the team or venue leader.</li> <li>• To adhere to the policies and procedures of The Methodist Church for the safeguarding and protection of children, young people and vulnerable adults,</li> </ul>

	and to report any concerns or incidents using the 3Generate Policy procedure outlined in the briefing documents.
--	--

<b>Responsibility for other volunteers</b>	None
<b>Responsible to</b>	Stewarding Team Leader
<b>Time required</b>	<ul style="list-style-type: none"> <li>• There will be Team building day on Sat 28<sup>th</sup> September (from 11am until 3pm) at Cliff College, Derbyshire for all volunteers to attend. For those traveling from afar, there will be a very limited number of rooms available at Cliff College on the Friday evening.</li> <li>• 3Generate weekend – 2pm (or earliest possible time) on Fri 22<sup>nd</sup> November until 4pm Sun 24<sup>th</sup> November. 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> </ul>
<b>Experience, skills, qualifications required</b>	<ul style="list-style-type: none"> <li>• Welcoming and friendly.</li> <li>• Common sense approach.</li> <li>• Good communication skills.</li> <li>• Able to work in a team and to make decisions when appropriate.</li> <li>• Completion of Foundation safeguarding training.</li> </ul>
<b>References &amp; DBS</b>	<ul style="list-style-type: none"> <li>• Two referees – one should be a minister</li> <li>• An enhanced 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) in shared chalets.</li> <li>• Meals for the weekend.</li> <li>• Valid expenses claims (with receipts, etc...) will be reimbursed for travel within the UK for both the briefing and for the event.</li> </ul>
<b>Experience and skills gained</b>	<ul style="list-style-type: none"> <li>• Being part of a team running a national event for children and young people.</li> <li>• Responding to challenges as they arise.</li> </ul>