



ROLE PROFILE

Head of the Flower Guild

(Volunteer position)

Canterbury Cathedral

Welcome from the Dean

Thank you for your interest in volunteering at Canterbury Cathedral.

It is an exciting time to join our Cathedral community. We recently became a formally registered charity with the Charity Commission; our new Strategic Plan to see the Cathedral's mission and ministry expand and develop over the next ten years has just launched; and we work with a new understanding of human connectedness and the need for kindness and care, particularly in the face of climate emergency and social and political instability.

We want Canterbury Cathedral to be a fully inclusive, accessible and safe place for all; offering a warm hospitality to everyone we encounter. We are committed to respectful pastoral ministry to all, and to the robust safeguarding and protection of children, young people, and vulnerable adults. Safeguarding is a core priority, and something that all of us are responsible for.

Today, our Cathedral community is drawn from local people and Christians from across the Diocese of Canterbury and the worldwide Anglican Communion, from visitors and tourists, from refugees and those cut off from society through exclusion, as well as thousands who join us online for worship. Here we are drawn together in faith and wonder. Like medieval pilgrims to Canterbury, we find the Cathedral to be a place of miracle and transformation where we encounter the presence of Jesus Christ.

It is a truly special opportunity and a rare privilege to be a part of our Cathedral community; sharing its history with others, supporting our ministry, and contributing to the ongoing story of this place. We hope that, like us, you will be inspired by both the heritage and the extraordinarily rich contemporary life of this place and will want to fully participate.



A handwritten signature in black ink, reading 'David Monteith'. The signature is fluid and cursive, with a long horizontal line extending from the bottom of the 't'.

*The Very Reverend Dr David Monteith,
Dean of Canterbury*



Our Story

Founded by St Augustine in 597 AD, Canterbury Cathedral is a unique place of worship, a major pilgrimage destination, a masterpiece of art and architecture, and one of the UK's most-visited historic sites. Often referred to as 'England in stone', the Cathedral has been at the centre of momentous events and upheavals. It is the Mother Church of the worldwide Anglican Communion, seat of the Archbishop of Canterbury, UNESCO World Heritage Site, and resting place of royalty and saints.

Our vision is to welcome everyone, to inspire and support them on their journey of faith, and to create a Cathedral community that is a sanctuary for all. Faithful to Christ the Good Shepherd, we aspire to embody the following behaviours in our community culture: Compassion, Collaboration, Commitment and Curiosity.

If you would like to be part of our community and volunteer with us, please consider the volunteering role below.

Volunteer Role: Head of the Flower Guild

Role Description

Experience in flower arranging is necessary for this role.

Our flower arrangers use fresh flowers to create the beauty of nature within the Cathedral; they use colour and form with selected flowers that bring to life the liturgical colours which are used to celebrate Cathedral worship over the year.

There are currently 34 Volunteer Flower Arrangers, from all walks of life, who arrange flowers to a very high standard - on a fortnightly basis, by rota system.

As Head of the Flower Guild, with the support of the Head Virger to whom you will report, you will be responsible for managing our team of Volunteer Flower Arrangers. This includes planning the annual rota of volunteers; managing the financial budget and flower supply; organising flowers for weddings, funerals and liturgical festivals; and communicating regularly with the Head Virger.

Canterbury Cathedral is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.

All our post holders and volunteers are expected to share this commitment.



Key Responsibilities

This role will involve:

- Managing the annual flower budget, with the support of the Cathedral Accounts Department; and organising the purchase and supply of fresh flowers, within the budget.
- Organising the flower colours for the year to comply with Liturgical colours, festivals and the seasons.
- Planning flowers for weddings and funerals, by communicating with the bridal party or bereaved family.
- Developing and managing the rota for Volunteer Flower Arrangers, and allocating volunteer members by availability and ability.
- Maintaining and encouraging a high standard of flower arranging.
- Volunteer management; for example, supporting volunteers if they have any issues, and holding one to one support if necessary.
- Communicating relevant Cathedral news and information to the Flower Guild Volunteer Flower Arrangers.
- Reporting any accidents or incidents to the appropriate staff member promptly.
- Being part of a diverse and creative team.
- Adhering to the Cathedral Behaviour Framework and Code of Conduct.
- Supporting creating a diverse and inclusive Cathedral where everyone is welcome.
- Supporting and embodying the mission and values of the Cathedral.
- Complying with the Church of England Safeguarding and GDPR policies.
- Attending training sessions, as required.
- When on duty, wearing your volunteering photo identity badge, which will be provided when you start your role.

Skills

If you have the following skills, then this role is for you.

- Experience in traditional flower arranging.
- Experience of people management.
- Some experience in managing a budget.
- Good administrative skills and computer literacy.
- Ability to follow instructions.
- Ability to operate alone or as part of a team.
- Ability to use your own initiative, but will seek guidance when necessary.
- Ability to meet time commitments and provide reasonable notice if unable to.
- Enjoy interaction with people.
- A clear understanding of health and safety risks.
- Awareness of security risks.
- Ability to stay calm in challenging situations.

Training and Support

The Cathedral will provide:

- Full training for the role; incl. GDPR, Health and Safety, fire evacuation, and Safeguarding.
- Regular contact with your Volunteer Manager (Head Virger) and the Strategic Volunteer Manager.
- A welcome pack; incl. the Cathedral's Strategic Plan, Volunteer Handbook, and other information.
- A safe environment to volunteer in.

Volunteer Benefits

- Making an important contribution to the Cathedral; the Mother Church of the worldwide Anglican Communion, seat of the Archbishop of Canterbury, and part of a UNESCO World Heritage Site.
- The opportunity to develop new and existing skills and gain experience volunteering.
- A chance to meet new people and share your passion and skills with staff and other volunteers.
- The satisfaction of knowing you are making an important contribution to the work of the Cathedral and supporting the Cathedral's strategy and mission.
- An employment reference.
- 20% discount in the Cathedral Shop, and 10% discount in the Cathedral Lodge Hotel.
- All volunteers can enjoy free Cathedral entry for themselves and immediate family

(this applies to sightseeing entry only, and does not include ticketed/paid events).

Dress Code *(Please refer to your Volunteer Manager for further guidance)*

All Flower Guild members should wear comfortable and practical attire for the role, whilst maintaining a well-presented professional appearance, as a representative of the Cathedral.

All volunteers are required to wear/carry their Cathedral photo ID badge when on duty.

TERMS AND CONDITIONS

Time Commitment / Duration

Due to the nature of this role, time commitments/workload may vary to account for changing needs throughout the year, e.g. management responsibilities, special services/seasons etc.

This can be discussed further at interview, or with your Volunteer Manager (Head Virger).

Training

Training needs are continuously assessed, and appropriate training is provided when needed.

Please note that some training may take place at a different time than normal volunteering hours.

You are required to attend any training sessions that are provided for Volunteer Group Leaders.

Travel Expenses

We are grateful to volunteers for giving their time. We will cover travel expenses, subject to Cathedral terms and conditions. Please ask your Volunteer Manager (Head Virger) for more information. There is parking available on site, but there are no guaranteed spaces.

Equality Statement

The Chapter of Canterbury recognises that discrimination and victimisation is unacceptable.

It is the aim of the organisation is to ensure that no volunteer applicant receives less favourable facilities or treatment (either directly or indirectly) in recruitment on grounds of age, disability, gender / gender reassignment, marriage / civil partnership, pregnancy / maternity, race, religion or belief, sex, or sexual orientation.

Personal Data

Personal information is collected and processed for management and administrative use only and will be held in accordance with relevant data protection legislation (including GDPR and the Data Protection Act 2018) and the Cathedral's Data Protection Policy. Our Privacy Notice can be found on the Cathedral website (www.canterbury-cathedral.org/privacy-policy).

This volunteering description is provided to assist the post holder to know their principal duties. It may be amended from time to time by, or on behalf of, the Head of the Department.

Your acceptance of these terms and conditions gives your consent for your data to be processed.

If you have any queries about how we use your personal information, or wish to make a complaint, please contact the Data Protection Office (dpo@canterbury-cathedral.org).

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It may be amended from time to time by, or on behalf of, the Head of the Department.

If you have any questions, please speak with your Volunteer Manager (Head Virger).