

VOLUNTEER ROLE DESCRIPTION

Employer: United Christian Broadcasters Limited
Title: Church Engagement Volunteer
Reporting to: Head of PR
Location: United Christian Broadcasters Limited, Operations Centre, Stoke-on-Trent
Profile: To be responsible for providing voluntary assistance to the UCB Ambassador team

Duties:

- Provide a professional point of contact to the public (including people who visit the UCB stand, ministers of churches and the wider UCB team), ensuring that work undertaken accurately reflects UCB's Christian values and ethos
- Transport and set up (and break down) the UCB stand at events, interacting with all stand visitors, sharing the heart and vision of UCB
- Provide assistance and support for UCB Ambassadors at events, as required
- Be responsible for data collected at these events (in line with current Data/GDPR legislation, for which training will be given).
- Be willing to pray with the UCB Ambassador and with ministers/churches at the events

Qualifications, Knowledge, Experience and Key Skills:

- Strong interpersonal skills, the ability to chat to people from all different backgrounds
- The ability to work accurately, with attention to detail
- Strong verbal communication skills Must be computer literate working confidently with Microsoft Office Suite

Person Specification:

- Be an Ambassador of Christ and UCB delivering a distinctly Christian service to colleagues and supporters
- High level of confidentiality
- Must enjoy working with people
- Must be flexible with a positive can do attitude
- The ability to work as part of a team

Dated: March 2019