



# Peterborough Diocesan Guild of Church Bellringers

## Recruitment & Training Officer Role Description

### Role Description

- To be the main point of contact for Recruitment & Training activities across the Guild.

### Responsibilities

- To be a member of the Guild Management Committee
- To chair the Recruitment and Training Committees
- With the Recruitment & Training Committee:
  - to identify training needs across the Guild
  - to identify training needs in specific areas of the Guild
  - and support the execution of those as necessary.
- Identify willing and competent helpers to assist with Recruitment and Training events.
- Make recommendations to the Guild Master with respect to expenditure for Recruitment and Training activities and expenses from the Guild Training Fund.

### Notes

- The Recruitment & Training Officer may choose to wholly delegate responsibilities relating to Recruitment & Training events to defined individuals.

### Reports to

- Guild Management Committee
- The Guild Master

### Main interactions

- Guild Master
- Branch Ringing Masters
- Branch Committee members
- Interested parties

### Expectations

- Will submit to an Enhanced DBS check and provide the results to the Guild for recording
- Will undertake safeguarding training to a suitable level through the CofE