



**ROLE DESCRIPTION FOR EMBROIDERY VOLUNTEER**

Role Holder:

Role Title: Embroidery Volunteer

Responsible to: Volunteer Co-ordinator and Embroidery Manager

Support provided by: Embroidery Manager

Duration of role: As required by agreement – the Embroidery Volunteers group usually meets on a Tuesday afternoon.

**Purpose:**

To make practical and beautiful vestments, banners and altar linen for the clergy to use during services

**Key Tasks:**

- To maintain and repair the furnishing and vestments of the cathedral
- To make cathedral badges for new prebends

**Support**

This will be provided by the Embroidery Manager

**Equipment**

Equipment can be provided

**PERSON SPECIFICATION**

- a) Have experience in ecclesiastical embroidery
- b) Have a good knowledge of embroidery and applique techniques
- c) Willingness to learn new techniques such as gold thread work and coloured leather work
- d) Able to accurately copy and enlarge design drawings for embroidery
- e) Have a good knowledge of dressmaking
- f) Able to work as part of a team
- g) Willingness to undertake training and accept supervision as appropriate
- h) Committed to working to the Cathedral’s safeguarding policies and practices and to completing the appropriate training
- i) Able to recognise the boundaries of the role and seek advice where appropriate
- j) Able to be flexible as tasks may change in line with government guidelines
- k) Sympathetic to the ethos, vision and ministry of the Cathedral

I confirm that I have received a copy of the role description set out above.

Signed: ..... Print Name: ..... Date: .....  
(volunteer)

Signed: ..... Date: .....  
(on behalf of Lichfield Cathedral)