DIOCESE OF EXETER

Grow in Prayer I Make New Disciples I Serve the People of Devon with Joy

ROLE DESCRIPTION

DETAILS	
Role Title	Hospitality Assistant
Department	Mission and Ministry
Reports to	Initial Ministerial Formation Officer
Salary/Rate	Living Wage Foundation
Contract Type	Casual Worker (variable hours)
Hours	Variable; currently anticipated to be 5.5 hours on 7 Sundays per year
Normal Place of Work	Diocesan Offices, The Old Deanery, Exeter EX1 1HS or other training location
Responsible for	Providing hospitality support during training events
Date of Issue	July 2025

NATURE OF WORK

Role Purpose:

The Hospitality Assistant supports the Initial Ministerial Formation Officer in delivering training days for curates within the Diocese of Exeter.

These training days are typically held on seven Sundays annually.

Role Area	Main Duties and Responsibilities
Venue Preparation	• Arrive by 8:30am to prepare the space ahead of participant arrival at 9:30am • Set up tables and chairs in accordance with layout requirements • Arrange water, handouts, and session materials at each table
Refreshments & Catering	• Prepare and serve tea and coffee prior to arrival • Maintain refreshment station and tidy during the first session • Serve mid-morning refreshments and clear away promptly • Set out lunch and ensure the space is clean and tidy afterwards
General Support	• Remain on hand to assist with any hospitality-related requests during the day • Ensure a welcoming and friendly atmosphere for all participants • Assist with pack-down and venue reset where required
Safeguarding	• Ensure all diocesan Safeguarding policies and procedures are adhered to. • Complete safeguarding training to Foundation level. • Safer Recruitment training and adherence to the Safer Recruitment policy and process.
Equality and Diversity	• Role model inclusive behaviours in day to day working practices. • Work in accordance with diocesan policies of equal opportunity.

PERSON SPECIFICATION

The following areas outline what abilities the applicant will need to demonstrate.

Essential	Desirable
• Friendly and approachable manners • Reliable and punctual • Ability to follow instructions • Comfortable working independently • Willingness to work occasional Sundays	• Experience in hospitality or events • Understanding of Church environments • Basic knowledge of food hygiene • Physical ability to set up venues • Attention to detail and presentation