

## VOLUNTEER ROLE DESCRIPTION

Employer: United Christian Broadcasters Limited

**Title: UCB Representative (Volunteer)**

Reporting to: Head of Legacy and Church Engagement

Location: Various locations nationally

Profile: To provide voluntary assistance at public events on behalf of the Church Engagement 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.
- ❑ Give short talks about UCB at events, sometimes including your personal testimony and how UCB has supported you.
- ❑ Share the gospel (if appropriate) publicly at events with a response for prayer.
- ❑ Be willing to pray with UCB Ambassadors, ministers or individuals at events.
- ❑ Provide assistance and support for UCB Ambassadors at events, as required (this may require driving the Ambassador to/from events).
- ❑ Be responsible for data collected at these events (in line with current Data/GDPR legislation, for which training will be given).

### Qualifications, Knowledge, Experience and Key Skills:

- ❑ Strong interpersonal skills, the ability to communicate 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.
- ❑ Be able to drive a car, potentially for long distances.

### 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: January 2020