



Role Description & Person Specification: Tower Captain

General description

The Tower Captain is the leader and figurehead of the ringing team and the ringers' representative to the outside world, and manages the bell tower on behalf of the incumbent, who has ultimate authority. Depending on the numbers and skills within the team, he/she may be supported by other officers such as a Ringing Master, Secretary, Instructor, Steeple Keeper and Treasurer.

The Rector and administrative body of the church is responsible for Health & Safety, however the Tower Captain shall be familiar with issues that affect the tower and ringers. He/she should maintain a regular dialogue with the Rector and PCC to ensure that both sides are familiar with each other's requirements, that no conflict of interest occurs and that safety and safeguarding matters requiring attention are promptly brought to the notice of the relevant church officer.

Key responsibilities

1) General

- a) Foster a positive, inclusive and respectful environment within the ringing community and working co-operatively and harmoniously with the Rector, the PCC and the Parish Office.
- b) Convening annual general meetings.
- c) Managing the band's finances and accounts
- d) Dealing with any complaints about the ringing (e.g. noise), promptly notifying the Rector of such complaints and assisting with achieving a solution.
- e) Deciding on ringers' (both team members and visitors) fitness to ring in general and on specific occasions (e.g. where a normally competent and fit ringer may temporarily not be fit to ring)
- f) Appointing an appropriate person to run the ringing at the tower or on outings when the Tower Captain cannot do it personally, wishes to share the responsibility or to develop members of the band.

2) Training

- a) Recruitment, Training, including keeping records of training and achievements, deciding what any learner is capable of at a particular stage and providing the requisite supervision
- b) Developing the band's ringing capabilities

- c) Developing the band's capabilities for carrying out ringing duties such as instructing, maintenance, running practices for their own development and to secure succession of officers
- d) Using only suitable trainers who have the required safeguarding qualifications; these currently being DBS certification and attendance at least once every three years on the C1 course

3) Maintenance and Health and Safety

- a) Ensuring that there are procedures for complying with legislation, insurance requirements, church requirements, safeguarding and good practice for bell ringing and bell maintenance which are in line with the guidelines issued by the Central Council of Church Bellringers (CCCBR), the Diocese and the Parochial Church Council and that these are enforced.
- b) Keeping the bell installation and the ringing environment in good, safe working order
- c) Making sure risk assessments are carried out for events open to the public in the tower, for bellringing outings or non-bellringing outings organised by the band of ringers. Risk assessments must be in writing.

4) Safeguarding

- a) Complying with safeguarding requirements at all times and particularly when children and/or vulnerable adults are travelling on bellringing related occasions

Personal Attributes

- Dependable and responsible.
- Patient and encouraging teacher.
- Strong attention to detail.
- Enthusiastic advocate for bellringing traditions and community engagement.
- Able to resolve issues diplomatically and professionally.

Appointment

The Tower Captain reports to the Rector and/or the PCC. The post is a PCC appointment under the mandatory Safer Recruitment procedure. The Rector or approved deputy member of the clergy or PCC will chair the annual meeting (AGM) of the bellringers. The appointment or reappointment of the Tower Captain will be voted on at each AGM. The chair must seek the advice of the bellringers in relation to any candidate's technical and other qualifications for the job but is not bound to accept their recommended candidate. In the event of the Rector not accepting the recommended candidate, the reasons should be given and the name of the candidate the Rector wishes to appoint should be given and comments received. The chair will take the proposed appointee's name to the next PCC meeting for formal approval.