

## Job Description - Almoner

**Reports to:** Lodge/Chapter Master and Members

**Job purpose:** To look after the welfare of the Brethren and their dependants

**Key responsibilities and accountabilities:**

The Almoner should .....

Maintain regular contact with all present and past Lodge members and Lodge Widows.

- be aware of those in ill health, distress or hardship, etc
- be aware of those celebrating special occasions, wedding anniversaries, birthdays, etc.
- Provide/arrange support in terms of advice, guidance, friendship and assistance or any other appropriate help that may be required.
- act with discretion and maintain confidentiality
- be visible, contactable and available in order to provide members and their dependants with appropriate service levels
- be prepared to travel to see those affected, especially in time of need
- promote the Almoners' role within the Lodge / Chapter
- solicit information from fellow members within the Lodge/Chapter to assist with the role of Almoner
- solicit assistance from fellow members within the Lodge/Chapter (or further a field if the affected persons are not local) to assist with the discharge of the Almoner's responsibilities
- Provide regular reports to fellow members to highlight current circumstances and to demonstrate the good work undertaken while maintaining confidentiality
- Undertake training as appropriate to further enhance the role to its maximum. (Almoner Workshop)
- Ensure appropriate and confidential records of members and dependants are up-to-date
- Train any successor well before standing down as Almoner.
- Make and maintain regular contact with your Almoner Liaison Officer.
- **Be an Ambassador for your Lodge and Freemasonry in general.**

### Support

Any candidate for the Office of Almoner must acquire a good level of understanding and knowledge in obtaining support from:

- the Masonic Charitable Foundation
- the MMC and MAF
- the Metropolitan Grand Almoner's office
- the Visiting Volunteer Service
- [www.prochway.org](http://www.prochway.org)
- the Voluntary Sector
- the Public Sector
- current initiatives such as pre-loved regalia and the widows project

In addition any prospective Almoner should ensure that he acquires a good understanding of welfare matters generally.

Note: It would be appropriate for all out of pocket expenses to be reimbursed by the Lodge / Chapter.

## Person Profile – Almoner

### Personality

The Almoner should be.....

- positive in outlook and clearly focussed on providing help and assistance
- caring
- sensitive and approachable
- discrete
- diligent and committed
- self-motivated
- understanding and determined
- self-disciplined, with a structured approach to problem solving
- able to deal with all types of people and potentially sensitive situations
- an empathetic communicator (able to see things from another's point of view)
- Well presented.

### Personal Situation

The Almoner should be....

- able to travel to meet with members and dependants when relevant
- Able to apply the requisite time and effort as may be necessary.

### Specific Role Skills

The Almoner should be....

- a good relationship builder
- adaptable and able to assist people in various circumstances
- a Good communicator both oral and written
- a Good administrator with basic bookkeeping skills
- in possession of a computer, and have basic IT skills
- able to attend an Almoner workshop
- aware of data protection in particular handling sensitive information

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