



**[Synod Name]  
Role Description**

<b>Role</b>	Volunteer Line Manager
<b>Managing (the employee)</b>	[enter name and job title of employee]
<b>Reporting body/ person</b>	[enter name of committee or body which is responsible for the employee's area of work]

**Summary of responsibilities of role**

The line manager **acts on behalf of the Synod/Synod Trust\*, the employer**, to ensure:

- the employee's activities and efforts are aligned with the programmes and activities agreed by the relevant committee or body;
- the employee is meeting the obligations of his/her contract of employment;
- the employee has someone to whom he/she notifies absences;
- the employee has someone to whom he/she can request holidays;
- the employee has someone from whom he/she can seek support /discuss work problems.

*\*delete as applicable*

**Essential Documents**

The line manager should be provided with:

- the employee's contract of employment
- the employee's job description
- the synod's employee handbook (if any)
- the synod's sickness policy
- the synod's holiday policy or guidelines/practices
- the synod's policy re overtime/Time Off In Lieu (this should be included in the employee's contract)
- the synod's Equality Policy or Statement or the URC's Equality statement
- other synod employment policies (especially disciplinary and grievance)

## **Principal responsibilities and duties**

### **Understanding the expectations of the synod**

1. Identify the committee or body which is responsible for the employee's area of work.
2. Identify a link person (if not already a member) who is a member of that committee or body to ensure that the line manager has a broad understanding of the aims, work and priorities of that body.
3. With agreement seek to receive a copy of the minutes (or a summary of the same) of that committee in order to support the employee in keeping aligned with the committee's priorities.

### **Managing the employee**

1. Understand the employee's job description.
2. Understand the employee's contract of employment.
3. Set and monitor objectives in conjunction with the relevant committee.
4. Set and monitor the employee's work both for quality and quantity.
5. Authorise and record holidays requested and taken in line with any specific rules set by the synod.
6. Monitor and report sickness absences to relevant person in order that appropriate information is provided to payroll. Ensure fit notes and/or self-certification notes are received as necessary. Conduct return to work interviews after sickness absence.
7. Maintain contact with the employee and conduct regular one to one meetings.
8. Conduct annual Personal Development Review/Appraisal.
9. When not in day to day contact with the employee, take feedback from those with whom the employee is in frequent contact.
10. Deal with any conduct or disciplinary issues.
11. Assess training needs and support employee to develop new skills and knowledge as necessary.
12. Support the employee to enable him/her to do his/her best work for the synod. (Note: whilst all support should be given in a Christian understanding and constructive way, this is not primarily a pastoral role.)

### **Expected Standards**

*This section is compatible with the 'Expected Standards' which may be included in the employee's own job description and is offered as an indication of the ways in which the line manager can support the*

*employee to conduct him/herself in a way that is compatible with the standards that are expected by the synod as well as indicating standard for the line manager him/herself. The standards are about the way the job is done rather than the content of the role.*

1. Communicate effectively with colleagues, committee members and internal and external contacts to facilitate constructive relationships.
2. Act in ways that support a culture which promotes equality and values diversity.
3. Promote, monitor and maintain best practice in health, safety and security.
4. Work collaboratively to deliver excellent service to colleagues and 'service users'.
5. Support the development of the employee and others to enhance their skills and knowledge.
6. Ensure compliance with data protection principles and practice.
7. Ensure compliance with Safeguarding practice.
8. Specific job related standard, if any.....

**Created OR Updated [date ]**