

Line Manager

3 years

Purpose

It is not possible or desirable for the whole of Management Group to collectively manage the Co-ordinator on a week to week basis. Therefore it is the Line Manager's responsibility to keep in contact with the Co-ordinator on an at least weekly basis.

Duties

Have very regular and frequent contact with the co-ordinator. This should generally be a minimum of a phonecall every week. Email Management Group and Support Group of how Co-ordinator is feeling about the work, tasks completed last week and to do next week.

Organise general work patterns of the co-ordinator, pick up problems and successes within the office. Make decisions on issues raised by the co-ordinator, identifying when issues need to be discussed with management group before an answer is given.

Receive requests from committees etc for work to be undertaken by the co-ordinator. Prioritise these requests following discussions with the co-ordinator.

With the co-ordinator, the line manager will set and review targets, including realistic deadlines. Generally there should be 2 targets to each of outreach, administration and book keeping.

Perform the co-ordinators annual appraisal, together with another member of management group.

Skills required

Patience and good listening skills.

Ability to identify alternative ways of working and make suggestions about effective methods of working.

Good understanding of Quaker Society (especially contacts who can assist with aspects of work)

Ability to inspire confidence in co-ordinator.

An understanding, or willingness to gain knowledge, about book keeping and admin procedures.

Being able to separate managing the coordinator within their scope of work and managing the entire scope that their work covers.

If the Co-ordinator has confidence in their Line Manager (and Management Group as a whole) they are much more likely to feel comfortable in their job. General interest and friendliness are also an element of providing support.

Time commitment

Weekly contact with the co-ordinator (generally calls last about 45mins on average)

Management group meetings, generally at 3 planning weekends per year.

Periodic Management group conference calls/ Skye calls.

If possible visit the office several times a year (or more)

They should try to attend as many YFGM's as possible. and should also be in regular contact with the Co-ordinator.

The Line Manager should also stay in close contact (at least bi-monthly) with the YFGM Treasurer as the link between the Treasurer and the Co-ordinator is an important one. The Line Manager may need to intervene if this relationship is not a smooth one.

Management Group

Purpose

Young Friends General Meeting as a whole employs the co-ordinator and all members should feel responsible for the well-being of our employee, but the day-to-day management of the co-ordinator is entrusted to a small management group.

Duties

Clarifies long-term aims and objectives of the post. Acts as a consultant to the employee. Monitors the fit of the job description of the co-ordinator with reality in terms of the workload and priorities, and prioritises work where necessary. Is responsible for ensuring that General Meeting remain ethical employers. Keeps in regular contact with the Support Group. Acts as a 'clearing-house' for requests for the co-ordinator to take on new pieces of work. Continues to ensure that the smooth running of General Meeting remains in the hands of the largest possible number of people.

Skills required

Is receptive to any concerns, suggestions and complaints that members of General Meeting have regarding the work of the co-ordinator. All of these should be directed to the Management Group in the first instance.

Time commitment

Meets on a regular basis (at each planning weekend, but more often when appointing a new employee).

Is in regular contact with the employee and meets them at least once a year apart from at YFGM.