

**Lincoln Circuit**

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**Role Outline**

relating to a volunteer or employee to work with children and/or vulnerable adults

**Role title:** Member of a Management Group for Lay Employees

**In Circuit/District:** Lincoln Circuit of the Lincolnshire District

**In line with the Methodist Church's Lay Employment Advisory Information every lay employee must have a supervisor and a management group in place to support them, provide advice on work patterns and raise concerns about the employee or their working conditions with the Circuit Leadership Team**

**Workforce: Children and Vulnerable Adults**

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**Part 1**

*The following duties will be undertaken as part of the role outlined above.*

*All roles within the District carry with them the responsibility to take the safeguarding of children and vulnerable adults seriously and any concerns that arise within them should be reported as per the Lincolnshire District Safeguarding Policy.*

- To ensure there is an appropriate induction programme in place at the start of the appointment
- To ensure the lay employee meets with their supervisor at appropriate intervals
- To set appropriate aims and objectives for the next period of work, in consultation with the circuit leadership team and review the outcomes
- To ensure that an annual appraisal is put in place which reflects the agreed aims and objectives using the SMART principal and review the outcomes
- To ensure there are sufficient resources to enable the work to be fulfilled
- To submit proposals for extra funding for training needs to the circuit leadership team
- To ensure the programme and method of working adopted by the employee is appropriate

- To ensure a review of the appointment and work is carried out at the end of the probationary period and annually thereafter
- To encourage the lay employee to undertake appropriate training
- To encourage the lay employee to locate appropriate support networks
- To ensure there is proper provision made for the pastoral care of the employee
- To ensure the employee is fulfilling all their obligations to the circuit
- To ensure the circuit is meeting all its obligations to the lay employee e.g. national changes to pay and pensions from either Conference or Government Legislations are implemented
- If concerns are raised to contact the District Lay Employment Person for advice and notify the circuit leadership team

**Part 2.**

- **Accountability:**

This role will be accountable to the Circuit Leadership team

- **Criminal record check (DBS)**

This role is not required to have a DBS check