

Job Description Templates

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Status of Paper	Final
Action Required	To note
Draft Resolution	82/1. The Council receives the report
Alternative Options to Consider, if Any	N/a

Summary of Content

Subject and Aims	To inform the Council that the work in response to Memorial 34 (Conference 2014) has been completed.
Main Points	To make available standardised job description templates that specifically relate to children, youth and families work to be incorporated into the October 2015 edition of the Lay Employment Advisory Information pack, and also role outlines for voluntary roles to be made available through the Methodist Church website by the same time.
Background Context and Relevant Documents (with function)	M34 (Methodist Conference 2014) (Appendix 1)

Summary of Impact

Personnel	Will assist trustees in appointing and managing lay employees and those fulfilling particular roles as volunteers
Legal	Utilising the templates will provide employing bodies with greater legal safeguards

Job Description Templates

The 2014 Conference directed the Methodist Council to ensure that the Connexional Team make available further standardised job description templates that specifically relate to children, youth and families work as well as template role outlines for voluntary posts.

This work has now been completed.

The job description templates for posts including Children and Families Worker and Children and Youth Worker have been incorporated into the October 2015 edition of the Lay Employment Advisory Pack.

The role outlines for volunteer posts have also been developed and these are now available on the Methodist Church website.

The HR and Development Team will monitor feedback from the District Lay Employment Secretaries to identify any further posts that could be added to this portfolio of job description templates and volunteer role templates.

*****RESOLUTION**

82/1. The Council receives the report.

Appendix 1

M34 Standardised job descriptions

The Southend and Leigh (34/10) Circuit Meeting (Present: 46; Voting: 36 for, 1 against), being aware of the requirement in the new safeguarding materials and training for there to be job descriptions or role outlines for church officers, and children's and youth workers, asks the Conference to direct the relevant connexional officers to prepare templates for such job descriptions and make these available on the Methodist Church website. Whereas we realise that the jobs will be church-specific, there should be sufficient similarities for sample job descriptions to be prepared. The benefit of this work being done centrally would be in reducing the duplication of effort in every church and Circuit throughout the Connexion.

Reply

The Conference thanks the Southend and Leigh Circuit Meeting for raising this issue and for reminding the Church of the importance of providing appropriate job descriptions for all lay employees and role outlines for volunteer office holders. It also reminds all trustees that whenever a lay person is employed under a contract of service by a District, Circuit or local body of the Church or Local Ecumenical Partnership this must be undertaken in accordance with Standing Orders 438A and 570.

In accordance with SO 438A(3) the Connexional Team has developed and maintains the Lay Employment Advisory Information pack which provides guidance on lay employment including the recruitment and selection process. Within the pack there are currently examples of job descriptions and person specifications for two typical posts.

The Conference agrees that in order to ensure legal compliance and employment best practice it would be helpful for churches and Circuits to work on an already prepared outline pro forma job description and person specification.

It also recognises that following the implementation of the *Safer Recruitment Policy* and *10 Steps Procedure for All Recruitment* there is a need to develop further guidelines and provide job description templates that will specifically relate to children, youth and families work. This would also include role outline templates for volunteers, line managers and management groups.

The Conference therefore directs the Methodist Council to ensure that the Connexional Team develops such guideline templates, noting that template job descriptions for lay employees should be incorporated into the Lay Employment Advisory Information pack update in October 2015, and template role outlines for voluntary role made available through the Methodist Church website by the same time.