

## West Wiltshire & East Somerset Area Meeting

### Supervisor of Employees Job Description

#### Purpose

The purpose of the role is to provide supervision for the employees of the Area Meeting. Currently there are two employees:

- Warden at Bradford on Avon Meeting
- Hirings Manager at Devizes Meeting

Both employees work to a job description agreed by AM Trustees. Day to day tasks are set by the respective Local Meeting's House/Premises Committee.

#### Responsibilities

The Supervisor will carry out face to face supervision sessions with each employee once every 4 months. These would normally be held at the relevant meeting house at a time to suit both parties (including evenings, if necessary) and take no more than an hour. If all parties agreed, the meetings could be with both employees together, alternating the meeting houses.

Prior to each session, the Supervisor will liaise with the relevant Local Meeting House/Premises Committee to ask for feedback.

Topics to be covered in supervision include:

- Welfare
- Training and courses
- Hirings
- Work in the Meeting House
- Working hours
- Relationship with the Local Meeting and its House/Premises Committee
- Target setting and review
- Health and Safety

The Supervisor will take notes of the session and provide a copy to the employee, the Clerk of House/Premises Committee, and the AM Clerk to the Trustees.

Once a year, the Supervisor will carry out a review of achievements, setting of annual targets and responsibilities as defined by the job description, to ensure that it reflects the work being undertaken.

The Supervisor will communicate with employees on employment-related matters such as pay or other terms and conditions, as directed by the Trustees.

The Supervisor will assist Trustees with recruitment should the need arise.

#### Person Specification

The Supervisor should have at least 5 years' experience of line management and ideally have an understanding of HR and employment matters.