**TERMS OF REFERENCE / ROLE DESRIPTION FOR LINK FRIEND**

**REVISION PROPOSED BY P.J.COUGHLAN (Interim Link Friend) – November 2023**

**FUNDEMENTAL PURPOSE OF THE ROLE**

The role is to ensure that the Warden is managed appropriately to enable them to carry out their responsibilities (set out in their job description) and to meet agreed targets and standards set by the Link Friend. These (targets and standards) should be defined by the Link Friend in consultation and agreement with the Conveners of Wardenship, Finance and Premises.

As the name suggests the Link Friend acts as a bridge between the Warden and Meeting and they must be continuously aware and responsive to any complaints, concerns, observations and suggestions that emerge from members of our community. They must be able to deal with conflicting opinions about the best way to proceed and to find acceptable solutions within constraints of time, money and resource.

**PRINCIPLE ACCOUNTABILITIES**

1. To maintain an ongoing dialogue with the Warden in order to ensure that the duties of the employee as set out in the job description are properly discharged. The Warden is the line manager of all other staff providing supervision and an annual review in line with employment guidelines.
2. To guide the employee where the discharge of duties could be improved and to communicate clearly the wishes of the employer where variation of duties is considered necessary.
3. To ensure the employee receives remuneration on time and

ensure that proper time off and holidays are taken.

1. To ensure that Health and Safety at Work procedures and policies are adhered to by the Warden.
2. To make arrangements as appropriate in consultation with the Warden for the employment of a relief warden(s) and other ancillary workers. The arrangements must be recorded and the Local Meeting informed.
3. To work within the budget set and approved by Local Meeting for Wardenship expenses.
4. To have an awareness of Employment Law and an understanding of the guidance and support available from Friends House.
5. To carry out an employment review at least once a year to assess the employee’s performance and to identify future objectives (including training needs) and to ensure that remuneration is kept in line with the level of duties undertaken. A representative of the Trustees’ Employment Sub-committee should be involved in this review.
6. To make recommendations to Local Business Meeting having consulted with Wardenship Committee, Local Meeting Treasurer and the Trustees’ Employment Sub-Committee on the remuneration of all staff.
7. To report regularly to the Wardenship Committee as circumstances arise and, at least annually, to the Local Business Meeting.

\* The Warden is actually employed by the Area Meeting Trustees who are responsible for contracts of employment and for ensuring appropriate job descriptions and procedures are in place. The responsibility for making appointments and the everyday management of the Warden is devolved to the Local Meeting.

SUGGESTED PERSON SPECIFICATION

WARDEN LINK FRIEND

November 2023

* Confident, resilient and enthusiastic.
* Affable, approachable, co-operative.
* Flexible, can-do attitude
* Empowering management style
* Moral courage
* A broad range of people skills including:

Strong communication

Teamwork

Emotional intelligence

Decision-making

Leadership

Proactive problem-solving

Conflict resolution

Negotiation

Unlikely to be someone without strong management experience particularly in a matrix reporting structure.