

JOB DESCRIPTION

Job Title	Interim Team Leader		
Reports to	District Chair or their nominee	Location	43 The Calls, Leeds, LS2 7EY with some home working if desired.
District	Leeds Sanctuary, part of the Yorkshire West Methodist District	Salary	£21 per hour

Job Purpose and Objectives

To lead and manage the Leeds Sanctuary Team, line manage staff, run team meetings and implement the strategic plan.

Responsible to:	The Lay Employee will be employed by the Managing Trustees of Yorkshire West Methodist District and will be line managed by the District Chair or their nominee.
Responsible for:	Operations Manager, Wellbeing Practitioner and Communications and Digital Lead.

Main Responsibilities

1. Provide line management oversight and mentoring for the Operations Manager, Wellbeing Practitioner and Communications and Digital Lead in order to ensure that day to day operations align with the Leeds Sanctuary vision and goals.
2. Liaise with and oversee the work of the University Chaplain working with the District Chair.
3. Ensure the strategic plan is followed, oversee the full programme of Leeds Sanctuary and respond to opportunities working with the staff team to ensure workloads are sustainable.
4. Oversee Leeds Sanctuary as a whole and ensure it is working to the agreed values, vision, theology and strategy in the day-to-day work and outcomes.
5. Report to the Leeds Sanctuary Management Group.
6. Lead fortnightly team meetings, including co-ordinating and leading some theological reflection.
7. Undertake some project and event facilitation where required, some of which will involve worship and leading or sharing in prayer.
8. Maintain Leeds Sanctuary's external profile across the city through strategic relationships, including with the local authority, elected members, other third sector organisations, community groups, local churches and Christian leaders.
9. Work with the Operations Manager and Management Group Chair in the creation of Leeds Sanctuary as a CIO by ensuring the process runs to the proposed timetable.

10. Work with the Operations Manager, Wellbeing Practitioner and external consultant on funding bids for future work.

11. Any other duties and responsibilities, identified by your Line Manager as are within your capabilities and level of responsibility, in order to meet the needs of Leeds Sanctuary.

Terms and Conditions

- Terms of appointment: 8 months fixed term
- The rate of pay will be: £21 per hour.
- Normal working pattern: 14 hours per week, to be worked flexibly Monday to Friday in agreement with your line manager. Attendance at some evening and occasional weekends will be required. You will not be expected to work on more than three days in a calendar week.
- All reasonable expenses will be reimbursed and a small allowance given for on-going training.
- There is a contributory pension scheme to which eligible lay employees will be auto-enrolled. Lay employees who do not meet the auto-enrolment criteria are eligible to join the scheme subject to certain provisions.
- 33 days annual leave entitlement (including Public Holidays) per year (pro-rata for part-time employees).
- Appointment will be subject to a satisfactory Enhanced Disclosure & Barring Service (DBS) disclosure.
- Appointment will be subject to satisfactory references.
- Appointment will be subject to the satisfactory completion of a three month probationary period.
- Opportunities for study and for training will be provided by agreement.