

GLOUCESTERSHIRE AREA QUAKER MEETING
WARDEN'S LINK
JOB DESCRIPTION

The Warden's Link is appointed by the Area Meeting Trustees and acts as the personal representative of the meeting in its dealings with the warden, and supervises his/her employment. The Warden's Link is the Warden's line manager. The Warden's Link is normally a member of the Local Meeting Premises and Finance Committee

The Warden's Link enables the relationship between the Warden, the local meeting and the trustees to be a happy and productive one and to see that the duties of the warden are properly discharged.

The warden is often the meeting's only employed person and is likely to be a member of the meeting. In addition to carrying out the more routine tasks listed in the job description, s/he is often the meeting's primary connection with the local community and with visitors to and hirers of the meeting house.

The Warden's Link is there to support the Warden in this role.

The support for the Warden's Link, in turn, comes from the Premises and Finance Committee, of which both the Warden and Warden's Link are members, and from the Trustees of Area Meeting, with whom the Warden is contracted.

The main functions of the Warden's Link are:

- to look after the induction of a new Warden;
- to have regular contact with the Warden and offer guidance and encouragement as appropriate;
- to see that the duties of the warden are properly carried out;
- to encourage any necessary improvement;
- to communicate to the Warden the wishes of the meeting where changes to the duties are considered necessary;
- to act as mediator between the Warden and meeting over any concerns that may arise;
- to be the proper channel for dealing with any matter that a member of the meeting wishes to raise about the duties of the Warden (apart from suggestions agreed in local business meeting);
- to ensure that the Warden observes health and safety procedures in their work;
- to be the person whom the Warden reports to in the event of sickness, accident or injury, or as regards holiday leave;
- to see that alternative arrangements are made to cover holidays and leave of absence due to sickness or injury;
- to undertake an annual appraisal (sending a copy of the appraisal report to the Clerk of Area Meeting Trustees);
- to deal with any grievance or disciplinary matters that arise within the procedures of GAQM; and

- to meet with the Warden's Friend when necessary or useful.

While a fair amount of contact time is expected during an induction period, the time needed for this function after that probably averages an hour a week maximum.

Warden's Friend

The Warden shall have a friend of their own choosing with whom to discuss:

- personal problems relating to the work or living conditions;
- any difficulty they may have with the Wardens' link or with arrangements made by the Warden's Link.

The Warden's Link and the Warden's Friend should talk over and seek to resolve any such difficulties.

Qualities sought in a Warden's Link:

- someone who is actively engaged with the life of the meeting;
- preferably someone who has had experience of managing staff or has worked in an environment where their work has been managed;
- an understanding of the inherent tensions in being a Warden – especially as the Warden is provided with accommodation on the site of the meeting house and the occupancy of this property is part of their employment contract;
- a good listener;
- some understanding of employment law and/or good practice in employing staff and a willingness to seek advice on this if required from Trustees;

Draft 1. 25 June 2017
Approved by trustees

C.G.25/06/17