



## Role Outline

<b>Role title</b>	<b>Operational Manager the Lincolnshire Community Healthcare Chaplaincy Project</b>
<b>In</b>	Lincolnshire Methodist District
<b>Overall Purpose</b>	To provide operational management and co-ordination to the Lincolnshire Community Healthcare Chaplaincy Project

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### **PART 1**

#### **Key Responsibilities**

*The following duties will be undertaken as part of the role outlined above. All roles within the District carry with them the responsibility to take the safeguarding of children and vulnerable adults seriously and any concerns that arise within them should be reported as required by the Lincolnshire District Safeguarding Policy.*

- To co-ordinate the daily running of the project, undertaking all necessary communications.
- To maintain regular contact with all Chaplaincy volunteers, mentors and GP practices as required, resolving minor and daily practical issues.
- To supervise and support the administrator for the project, ensuring all administration is undertaken in a timely way.
- To liaise with GP practices as required.
- To initiate and maintain the suite of policies required for the project.
- To ensure governance meetings are arranged.
- To analyse and report on the data collected from the project.
- In liaison with the District Officer, to co-ordinate and prepare for the steering group meetings, collating appropriate papers and documents.
- To keep a log of mentorship activity.
- To facilitate the agreed program of CPD, contacting facilitators and attendees as required and arranging meetings.
- To report any concerns to the appropriate members of the steering group as required.
- To maintain any resources and facilitate replacement as required.

### **Skills, attributes or qualities required**

- Excellent co-ordination skills
- Project management experience
- Excellent communication skills
- Ability to read and analyse data
- Able to travel across the county if required
- Ability to work within a small budget
- Ability to work across a range of professions and faiths

### **Oversight and Support**

The operational manager will be accountable to the Steering Group and will be allocated a direct line manager from the Steering Group for daily contact.

### **Time Commitment**

15 hours per week - flexible working is an advantage.

This role is for 6 – 9 months during the duration of the pilot phase of the project.

### **Other Information**

All expenses relating to the role will be paid in line with the District Expenses Policy.

## **PART 2**

**Accountability:** This role will be accountable to the District Council via the Lincolnshire Community Healthcare Chaplaincy Steering Group

### **Criminal record check (DBS)**

A DBS check will be required for this role.