**Role Outline**

**Role title** Workstream Leaders

**In**  Eastern Region Methodist District

**This is a volunteer role for leaders who wish to contribute to the life of the Districts and the region, to give something back and to make a difference.**

**Overall Responsibility**

To organise and lead a group of lay and ordained officers of the districts, to look at how we can most effectively use resources in a specific area of expertise at District/Regional level and to lead in implementing agreed changes

***Part 1***

**Key Responsibilities**

*The following duties will be undertaken as part of the role outlined above. All roles within the Easter Region Methodist Districts 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 per the appropriate District Safeguarding Policy*.

Organise and lead a given work stream, involving officers from each of the Districts in online or face to face meetings, to explore:

* Ways of working together more collaboratively and effectively
* Potential for sharing resources (including people)
* Succession planning

Sustain a focus on the above work

Produce minutes for each of the meetings and ensure that necessary action points are followed up in a timely fashion.

Monitor what is happening in each of the Districts

Meet with lead officers of other workstreams and the regional group chair at least twice a year to discuss progress and any recommendations to the regional group

Report back to the regional group at least twice a year

Bring proposals for significant changes to working practices, resource sharing and collaborative working across the Districts to the RWG via the RWG Chair.

Lead the implementation of any agreed changes.

**Skills Required**

* A good working knowledge of the structure and ethos of the Methodist Church in Britain.
* A good working knowledge of the current practices in the specific workstream area
* Competent at chairing and managing meetings efficiently and effectively
* Confident and competent IT user
* Skilled in communication in a variety of contexts in both spoken and written word.
* Knowledge of Standing Orders relating to the workstream context
* Evidence of meeting deadlines and prioritising work

***Part 2***

**Accountability:** This role will be accountable to the Regional Working Group via the RWG Chair

**Criminal record check (DBS)**

This role is required to have (tick as necessary):

* Enhanced and Barring check;
* Enhanced only check; x
* Basic check (seek advice)
* No check