

**Recognised Local Leader: Role Description**

This role description will be kept on file along with your application form. When you update it please send a revised copy to Revd Phil Dykes at phil.dykes@cofesuffolk.org .

**Section 1: Personal Details**

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| Title …………………................……………………………………………….……….………………………………. First Name(s) [Caps please] ………………………………………………….……………………………………...Name by which you prefer to be known ………………………………….………………………………………Surname [Caps please] …………………………………………………………….………………………….......... |

**Section 2: Context**

Give details of the context in which you will be exercising this role. Is it a parish church, a congregation or a fresh expression of church? Describe this in a little more detail.

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**Section 3: Activity**

Describe what you anticipate you will be doing in this role, and any opportunities and challenges that can be identified already.

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**Section 4: Supervision**

Please tell us who will be supervising you, what the pattern of your supervision will be and what reporting mechanism you will use to enable the role to be monitored and reviewed.
NB the incumbent does not have to be the supervisor but they do need to approve of whoever takes on this role.

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**Section 5: Training Needs**

What diocesan and other training would be useful for the person to complete, and why?

(If you would like help to identify this, please be in touch with us)

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**Section 6: This form**

When was this role description produced (date)?

Who was involved?

When will it be reviewed? (we recommend at least once a year)

**Section 7: Endorsement**

Signed …………………………………………………………………… Date…………………………………………

Incumbent: …………………………………………………………….. Date……………………………………….

Name: ……………………………………………………………………..

If this form is to be emailed please type your name and ensure that the reference is dated.

**Please return this form marked ‘Private and Confidential’ to:**

Revd. Phil Dykes

Recgonised Local Leader

Diocesan Office

4 Cutler Street

Ipswich IP1 1UQ

Or email to phil.dykes@cofesuffolk.org

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