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**Role Description for Line Manager**

This example is intended to serve only as a guide to a role description for line manager for interns. It is taken from Appendix 5 of the [Internship Best Practice Handbook pdf](http://www.baptist.org.uk/internshiphandbook), but is presented here as a Word document on its own that may be adapted and expanded as required.

If you have questions, please contact our Young Leaders Development Coordinator Isabella Senior on [isenior@baptist.org.uk](mailto:isenior@baptist.org.uk)

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**Role Description for Line Manager**

Taken from the [Internship Best Practice Handbook](http://www.baptist.org.uk/internshiphandbook), Appendix 5

**Role Description for Line Manager**

In your role as line manager for \_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Church, we will expect you to carry out the following responsibilities in relation to our church intern:

1. To make sure that an appropriate induction process takes place that gives the intern the best possible start to their internship period, including coordinating introductions to key church staff and volunteers, and making sure that the intern has all the basic information needed in relation to their role
2. To carry out any risk assessment needed before the intern starts work, including health and safety arrangements
3. To agree a clear work plan with the intern and to discuss the working style and methods that best suit the intern and the church
4. To ensure that the intern understands the standards of behaviour and conduct required by the church
5. To meet with the intern on a frequent and regular basis to look at work in hand, upcoming new tasks or projects, and to give and receive feedback on their progress and performance
6. To make sure that a suitable mentor is in place and that meetings with this person are taking place regularly
7. To act as a link between the intern and any third-party provider of education, training or personal development
8. To act as a link between the intern and their host family/church member
9. To encourage the intern to participate in any networks or peer groups where they might be supported in their spiritual development and growth
10. To provide feedback to church leaders on the progress the intern is making and to actively seek out opportunities for them to grow and develop further
11. To keep suitable notes and records in relation to the intern and their work
12. To carry out the Marks of Developing Leaders reviews