

Grange Lane Allotments – Committee Role Description	
Role	Line Manager Coordinator (LMC)
Role Purpose	To be responsible for coordinating Line Managers (LMs)
Key Responsibilities	<ul style="list-style-type: none"> • Keep in regular contact and encourage LMs to be proactive • Be initial point of contact for LMs where issues arise on a Line • Contact LMs for report on Line ahead of twice-yearly Plot Inspections and send summary of pre-inspection notes to the Inspection team. • Accompany site inspection team at Spring/Autumn inspections • After inspections send each LM details of actions taken • When plots are re-let send LM details of new plotholder • Liaise with appropriate committee member where Line issues arise • Recruit new Line Managers as necessary • Contact Communications Coordinator to request GL email alias and changes to website for new LMs • Email the Line to let them know when LM changes • Communicate general Committee requests to LM • Liaison with LM, Communications Co-ordinator, Membership Secretary and Inspection team as needed
General	<ul style="list-style-type: none"> • Promote the interests of Grange Lane Allotments • Be an active member of the Committee, including attendance at monthly and ad-hoc meetings, and sub-groups as required • Pick up on ad-hoc projects and activities throughout the year as necessary and as agreed
Skills needed	<ul style="list-style-type: none"> • Good verbal and IT communication • Good administration and organisational skills
Time requirements	<ul style="list-style-type: none"> • Regular contact (at least monthly) with line managers. More frequent input during inspections twice a year. Attendance at monthly (2 hour) meetings and annual away-day.

6/1/2022