

Name:

Q Number	Question	Notes	Score
1	Could you please tell us why you decided to apply for this post and what you think you could bring to it?		
2	Can you tell us about your experience of managing staff and/or volunteers, particularly any difficult situations you've had to handle?		
3	<p><i>Scenario:</i> The building includes a kitchen to prepare and serve refreshments so it is essential for staff and volunteers to take health and safety matters seriously.</p> <p>What do you say to a volunteer Friend who says "But I don't have all this fuss in my own kitchen, and I've never had food poisoning or given it to anyone else."</p>		

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4	<p><i>Scenario:</i> You are in the building on your own during the day taking a phone call from a customer querying an invoice. The pest control person arrives unannounced to check the bait stations in the Meeting House and the flats. Just then the facilitator of the group using the Hall comes to the Foyer to complain that the wifi isn't working and they need it for a zoom call.</p> <p>What would you do?</p>		
5	<p><i>Scenario:</i> An American non-Quaker tourist comes in and says, 'I didn't know there were Quakers over here in the UK too. Are you just like the Quakers back home?'</p> <p>How would you go about answering questions about Quakerism from members of the public?</p>		
6	<p>Room hire bookings at the Meeting House haven't yet bounced back to pre-pandemic levels. Do you have any ideas for marketing, promotion or different uses for the building that could help to increase income?</p>		

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7	<p><i>For applicants intending to live in the flat next door:</i> How would you maintain a healthy work/life balance?</p> <p><i>For lone applicants:</i> This job has been taken on by couples as a job share for the past 30 years; how would you deal with the challenge of taking in on your own?</p> <p><i>For couples:</i> How would you organise your work together?</p>		
8	<p>Please tell us a bit about your experience in dealing with financial matters including use of spreadsheets and/or accounting software such as QuickBooks or Xero.</p>		
9	<p>Are there any other relevant strengths and skills you would like to tell us about that you haven't already mentioned?</p>		

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10	If you were offered this post, when would you be available to start? <i>One candidate would be moving long-distance.</i> <i>Target date – move in w'e of 2 & 3 November?</i>		
11	Do you have any questions that you'd like to ask us?		

Not mentioned: Thoughts on marketing or promoting the Meeting House