

**Religious Society of Friends (Quakers) in Britain:
South East Scotland Area Meeting
Scottish Charity No. SC019165**

Quaker Meeting House

**7 Victoria Terrace, Edinburgh EH1 2JL
Tel: 0131 225 4825 | Email: office@equaker.org.uk**

Written Statement of Terms and Conditions of Employment for Resident Meeting House Manager

NAME OF EMPLOYER	Trustees of South East Scotland Area Meeting of the Religious Society of Friends (Quakers) in Britain (hereafter SESAM), acting through SESAM's Edinburgh Quaker Meeting House Management Committee
NAME OF EMPLOYEE	Samantha Searle of 13 Anderson Fairway, North Berwick, East Lothian, EH39 5GX
POST TITLE	Resident Meeting House Manager Quaker Meeting House, 7 Victoria Terrace, Edinburgh EH1 2JL You will hold this post jointly with Andrew Tucker, hereinafter 'your partner'.
PLACE OF WORK	Edinburgh Quaker Meeting House, 7 Victoria Terrace, Edinburgh EH1 2JL
RESPONSIBLE TO	The Convenor, Edinburgh Quaker Meeting House Management Committee (hereafter Convenor, Management Committee) in the first instance and thereafter to the Clerk to Trustees of SESAM.
LINE MANAGER	Convenor, Management Committee
1 START DATE AND CONTINUOUS SERVICE	The appointment commences on 11 November 2024 which is the date of commencement of continuous service.
2 REVIEW	The first six months are probationary during which time a notice period of one month will apply. Thereafter the appointment will be reviewed by both parties at intervals not greater than one year.
3 NOTICE PROVISIONS	Notwithstanding the Term of Contract in Clause 2 above, after the probationary period this appointment will be subject to three months' written notice on either side. If you wish to terminate the appointment, you must give three months' written notice to the Convenor, Management Committee. If your partner resigns and you wish to continue in employment with SESAM, arrangements will be a matter for agreement between you and SESAM.

- 4 DUTIES AND RESPONSIBILITIES You are responsible for carrying out the duties of the post in accordance with the attached Job Description which is an integral part of this contract. You may also if necessary be required to carry out any other duties reasonably within the scope of the Job Purpose as given in the Job Description. You are formally responsible to the Convenor, Management Committee hereafter referred to as your 'Line Manager'. At the time of signing this agreement, that person is Henry S Thompson.
- 6 HOURS OF WORK You are contracted to work an average of 18.75 hours per week, normally worked over 4 or 5 days. Your starting and finishing times may vary from day to day according to the requirements of the job and according to the arrangement between you and your partner. If in any week you are required to work more than 18.75 hours this will be offset by reduced hours in a subsequent week. If it is not possible to offset the hours, payment may be made in accordance with your normal hourly rate at the discretion of your Line Manager but you must inform your Line Manager at the end of each month if your hours over the month have exceeded your contracted hours. Your rest days may be arranged with some flexibility to ensure that the Meeting House office is staffed during weekday office hours.
- 7 REMUNERATION Your salary is £16,800 (sixteen thousand eight hundred pounds sterling) per annum which will be paid monthly in arrears by BACS subject to normal national insurance and tax deductions. The figure will be reviewed annually on announcement of the real Living Wage which is normally in November.
- 8 ACCOMMODATION You and your partner are required for the purpose of performing your on-call duties to occupy the Manager's flat, 4F (Top Flat), 6 Upper Bow, Edinburgh EH1 2JN, and to enter into a service occupancy agreement as set out in the attached schedule.

The purpose of being on duty is for you to be able to respond to emergencies occurring outside normal business hours; to investigate if the fire or intruder alarm goes off when the building is unoccupied; to carry out checks of the building, for instance during severe weather; and to record all incidents and calls. The time taken to deal with any call-outs will be treated as working time.

When you are on holiday or at any other time agreed with your Line Manager, responsibility for dealing with emergency call-outs will rest with the Assistant Manager or, if they are unavailable, a member of Meeting House Management Committee. Such periods of absence should be agreed in advance with the Assistant Manager and your Line Manager.

ACCOMMODATION
continued

In particular, you or your partner will be expected to normally be resident during the working week, being best placed to respond to the intruder alarm autodialer. You should be sure to notify the others on the autodialer in advance if you will both be absent during the working week at a time when the Meeting House is not open.

If it is agreed that you will be on call and therefore need to be resident in the flat over a week at Christmas or New Year that week will not be treated as part of your holiday allowance but as a working week of 18.75 hours. The hours are to be worked flexibly during the relevant leave year when required, which may include some time in the Christmas or New Year week. Any call-outs will be regarded as working time.

No rent will be charged for 4F (Top Flat), 6 Upper Bow, Edinburgh and SESAM will meet any liability for Council Tax and Water Service Charges. You will be responsible for the cost of heating, lighting, broadband and telephone line if required, and for insuring your own furniture and effects. SESAM will insure the fabric and fittings. You will be paid an additional allowance to cover the tax and employee NI consequences of these benefits in kind, at no more than the prevailing Scottish 'intermediate tax rate', currently 21% and 8% respectively.

You must not do or cause anything to be done which would invalidate SESAM's insurance policy.

You shall not permit any person other than your partner and members of your immediate family to reside in the flat (other than for short-term visits), nor cause any nuisance to other users of the Meeting House or to neighbours.

When your employment ends you and anyone living with you must leave the flat. If your partner remains in employment with SESAM, SESAM will discuss accommodation arrangements with them.

While SESAM would be prepared to consider a variation to this clause, it would require at least three months' notice of your wish for a variation and for agreement to be reached on appropriate adjustments to other terms of this clause.

9 HOLIDAYS

You will be entitled to thirty-five days holiday per annum pro rata, i.e. three and a half weeks including national and local public holidays, the dates to be agreed with your Line Manager. Leave will be calculated on an hourly basis when part of a week is taken. The leave year runs from 1 November to 31 October and leave may only be carried forward from one leave year to the next with the agreement of your Line Manager. You will not normally be allowed to take more than two weeks' leave at any one time.

10 SICK PAY

You must notify your Line Manager as soon as possible if you are unable or expect to be unable to work because of sickness or injury. If you are unable to work for a continuous period of 7 calendar days or more, you must provide a doctor's certificate. For absences of more than 14 calendar days you will need to provide regular doctor's certificates. For periods of absence of less than 7 days, you should complete a sickness self-certificate and give it to the Convenor, Management Committee on your return to work.

You will receive sick pay for up to two months in any twelve-month period at your normal rate of pay, and for up to a further two months at half your normal rate of pay. If it becomes apparent that your absence will continue for more than eight months this contract may be terminated. If you are entitled to Statutory Sick Pay, your sick pay under this contract will be reduced by an equivalent amount.

Sickness payments are subject to your adhering to the above notification and certification procedures.

For further information, please see the sickness absence procedure, available from your line manager. This procedure does not form a part of your contract of employment and may be changed from time to time.

SESAM reserves the right to require you to undergo an examination by a medical practitioner such as an occupational health specialist, appointed by SESAM at its expense. All information given in connection with the examination and any report resulting from the examination shall be fully disclosed to SESAM. Such information will be treated as strictly confidential and the medical practitioner will only be asked to give information related to your capacity to undertake your job.

11 PENSION

You will automatically be enrolled in SESAM's Stakeholder Pension Scheme unless you give us notice to opt out. SESAM will offer a matching employer's contribution of 7% of salary.

12 OTHER PAID LEAVE

You may be eligible to take the following periods of statutory leave, part of which may be paid at statutory rates, subject to your eligibility and subject to notice requirements:

- maternity leave
- paternity leave
- adoption leave
- shared parental leave
- parental bereavement leave

For further information on the above leave, please speak to your line manager.

13 DISCIPLINE AND CAPABILITY

Issues of conduct and capability will be dealt with in accordance with the approved Disciplinary and Capability Procedures, copies of which are available in the Meeting House.

- 14 GRIEVANCE PROCEDURE Grievances will be dealt with in accordance with the approved Grievance Procedure, a copy of which is available in the Meeting House.
- 15 HEALTH AND SAFETY You have a duty to take reasonable care to avoid injury to yourself and to others through your work, and to co-operate with your employer in meeting statutory requirements. In carrying out your duties you must follow SESAM's Health and Safety policy.
- 16 OTHER ACTIVITIES You must not carry on any trade, business or profession in the flat or the Meeting House unless you have SESAM's written permission. You must not undertake any paid employment or other activities that would conflict with your duties as Meeting House Manager without the agreement of your Line Manager.
- SESAM hereby agrees that you may continue your work with David Dodds Associates.
- 17 TRAINING You will be given such training as is necessary for you to undertake your job.
- 18 CONFIDENTIALITY You shall not use or disclose to any third person either during or at any time after the period of your employment with the employer any documents, confidential facts or information relating to the business or affairs of the employer which come to your knowledge during such period, nor shall you make or keep any copies of documents or extracts therefrom.
- 19 SUPPORT FOR LONE WORKING As you may be working alone, you will be provided with a list of names and telephone numbers of members of staff and Management Committee members on whom you may call if there is an emergency for which you need help, and further advice will be given to you when you start work.
- 20 COLLECTIVE AGREEMENTS There are no collective agreements affecting your employment with the employer. You are entitled to remain a member of, or to join, a Trade Union.
- 21 COUNTRY OF WORK You will not be expected to work outside the United Kingdom.
- 22 EQUAL OPPORTUNITIES SESAM is an equal opportunities employer and will not treat any job applicant or employee less favourably on grounds of their sex, sexual orientation, age, disability, marital status, creed, colour, race, religion or philosophical beliefs or ethnic origin, nor will any job applicant or employee be disadvantaged by conditions or requirements which cannot be shown to be justifiable. It is the duty of all employees to ensure that this policy is observed at all times. You have a duty to support us in implementing these policies to ensure equality of opportunity.

23 IT EQUIPMENT

You may not download software onto SESAM's computers without authorisation and you may not access sites that are reasonably likely to be unacceptable to the employer e.g. pornography sites, sites which condone violence or other sites which may be counter to the Quaker testimonies and beliefs. If you are in doubt about whether any internet site may or may not be acceptable, you should first check with your manager.

You must not use the Meeting House email address for personal communications.

The Employer reserves the right to monitor at random all communications, email use and internet use. If unauthorised or extended personal use is found in this random monitoring, more detailed monitoring may be undertaken to determine the full nature of any misuse.

24 DISCLOSURE

Should you receive any fine (other than a parking or speeding fine), conviction or caution in the UK or any other country (or lose your driving licence where this is necessary for the performance of your role) during the course of your employment with the employer, you are required to disclose that fact, as soon as it occurs, to your Line Manager.

25 DATA PROTECTION

You must exercise reasonable care at all times to keep safe all documentary or other material containing confidential information and/or personal data. You shall, at the time of termination of your employment with us, or at any other time upon demand, return to us any and all such material in your possession.

You shall inform us immediately upon discovery of a data breach.

Our workforce privacy notice gives guidance on how we will process data relating to you and your employment. The privacy notice does not form a part of your contract of employment and it may be updated from time to time. You will be provided with a copy of this notice and you can view the current privacy notice by asking your line manager.

26 EMPLOYER RULES, REGULATIONS, POLICIES AND PROCEDURES

You are expected to acquaint yourself with all the employer's rules, regulations, policies and procedures and other instructions that may be issued from time to time. All employees are subject to and are expected to observe and abide by the employer's rules, regulations, policies and procedures from the commencement of their employment. Such rules, regulations, policies and procedures do not form a part of the contract of employment and may be changed from time to time.

- 27 RIGHT TO WORK IN THE UK SESAM will check your right to work in the UK prior to you starting work with us. If your right to live and work in the UK is temporary, SESAM will undertake further checks as required by law.
- You confirm that you are legally entitled to work in the UK without any additional immigration approvals and agree to notify SESAM immediately if you cease to be so entitled at any time.
- 28 VARIATION Your hours of duty and other aspects of your terms and conditions may be varied from time to time after consultation with you.
- 29 SERVICE OCCUPANCY AGREEMENT The Service Occupancy Agreement for the accommodation in Flat 4F (Top Flat), 6 Upper Bow, Edinburgh EH1 2JN, referred to in Clause 8 above is attached hereto and forms part of this contract.
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Signed by Henry S Thompson as Convenor, Edinburgh Quaker Meeting House Management Committee, on behalf of the employer, South East Scotland Area Meeting of the Religious Society of Friends

Signed by the employee, Samantha Searle

Edinburgh, dated

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RESIDENT MEETING HOUSE MANAGER

Job Description

POST TITLE	Resident Meeting House Manager, Edinburgh Quaker Meeting House You will hold this post jointly with Andrew Tucker, hereinafter 'your partner'.
RESPONSIBLE TO	Trustees of South East Scotland Area Meeting of the Religious Society of Friends (Quakers) in Britain (hereafter 'SESAM'), acting through SESAM's Edinburgh Quaker Meeting House Management Committee and specifically its Convenor, hereafter referred to as the 'Line Manager' (currently Henry S Thompson).
RESPONSIBLE FOR	All other Meeting House staff.
JOB PURPOSE	To maintain and develop the Meeting House as a welcoming centre for Quaker worship, activities and outreach, and for the wider community through making rooms available for hire.
SPECIFIC AREAS WITHIN THE JOB DESCRIPTION	A Staffing B Building C Health and Safety D Meeting House Finances E Management of Room Hire F Use of building G Edinburgh Festival Fringe H Outreach: Enquiries about Quakers I Other duties

DUTIES AND RESPONSIBILITIES

A STAFFING

- (a) To line manage all other Meeting House staff, meeting with them as necessary and at least annually to review their work, to consider their training and development needs and to ensure their job satisfaction.
- (b) To programme staffing schedules to ensure that:
 - (i) The Meeting House is open and staffed at all required times.
 - (ii) There is sufficient staffing in place to cope with both office administration and the needs of user groups and other visitors. Such needs may include the provision of refreshments and/or specialist audio-visual equipment.
 - (iii) The work is shared so as to match staff contracts where appropriate.
- (c) To provide a monthly report of hours worked by casual staff to the SESAM treasury team for payroll purposes; provide the Line Manager with a copy of the monthly staff rota if requested; and advise the Line Manager of any staffing difficulties requiring attention.

B BUILDING

- (a) To manage the Meeting House building and its equipment.
- (b) To run the building in as energy-efficient and environmentally-friendly way as possible given the constraints of the building itself and health and safety requirements.
- (c) To ensure the Meeting House premises and equipment are kept clean and in good condition.
- (d) To liaise with the cleaning contractor to ensure that cleaning standards are maintained and to inform the Line Manager of any sustained failures of performance.
- (e) To oversee security, ensuring locks, alarms and other security devices are working and appropriately used and that equipment is stored securely.
- (f) To carry out minor repair and maintenance work within the Manager's and staff's capabilities, liaise with contractors as necessary and report to the Line Manager if appropriate.
- (g) To develop and keep up-to-date a maintenance programme for the building, ensuring maintenance contracts are in place where appropriate, not only for the Meeting House but also for SESAM's two flats on Upper Bow, and to organise the servicing of equipment as necessary.
- (h) To identify longer-term maintenance and development goals and assist the Meeting House Management Committee in budgeting for these projects, where funds are available.

(l) As Resident Managers to respond to emergencies occurring outside normal business hours when you are on call, as stated in Clause 8 of the contract, and when you are not on call to be responsible for ensuring that appropriate key holder(s) are able to respond if the Meeting House intruder alarm is activated.

(j) Liaise as necessary with the agent responsible for letting and managing Flat 3F2 in 6 Upper Bow.

C HEALTH AND SAFETY

(a) To work with the Management Committee and SESAM's Health and Safety officer to develop SESAM's Health and Safety policy to continue to meet legislative standards and ensure the safety of all who work in or visit the Meeting House.

(b) To produce relevant risk assessments and develop and produce as needed other policies related to Health and Safety.

(c) To ensure staff and volunteers are trained in the implementation of policies including but not limited to Food Safety training.

D MEETING HOUSE FINANCES

(a) To maintain all necessary financial records in connection with the day-to-day running of the Meeting House in liaison with and as required by SESAM's treasury team.

(b) Major capital expenditure is the responsibility of the Meeting House Management Committee and/or SESAM Trustees. The Manager is invited to contribute to the budgeting process in accordance with B(h) above.

(b) To administer the Meeting House bank account.

E MANAGEMENT OF ROOM HIRE

(a) To have in place and to manage an effective system for administering the use and hire of rooms. All bookings are currently administered using Hallmaster software.

(b) To administer the collection of hire and other charges, reporting to the SESAM treasury team and Line Manager as required. Decisions about changes in hire charges are the responsibility of the Management Committee in consultation with the Manager.

F USE OF BUILDING

(a) To ensure the Meeting House is open, adequately staffed and welcoming to all visitors for events, whether those events are for Quakers or for non-Quaker hirers.

(b) To organise refreshments as required by room hirers, whether Quaker or not, provided provision is within Health and Safety constraints. This may mean liaison with external caterers and/or organising Food Safety training for volunteers.

(c) In conjunction with other Meeting House staff, to set up and explain the use of any technical equipment that has been requested by room hirers. Technical requirements for Quaker activities, whether Meetings for Worship (including Meetings for Worship for Business), committee meetings, informal gatherings, ecumenical work or outreach, may require Meeting House staff to provide support throughout the meeting.

(d) To ensure that the Foyer provides an attractive and welcoming environment with appropriate displays and literature for those who wish to discover more about Quakers.

(e) To have in place systems to help ensure that all staff deal with visitors appropriately according to the needs of those visitors.

(f) To undertake tasks for Central Edinburgh Local Meeting as specified in the Memorandum of Understanding between Central Edinburgh and SESAM.

G EDINBURGH FESTIVAL FRINGE

To manage any existing or future agreement(s) with organisation(s) wishing to hire the Edinburgh Quaker Meeting House as an Edinburgh Festival Fringe venue.

H OUTREACH: ENQUIRIES ABOUT QUAKERS

(a) To ensure a supply of literature to meet the needs of those enquiring about Quakers.

(b) To ensure that those enquiring, whether they do so in person, on the telephone or by electronic media, are met with a helpful and informed response.

(c) To use social media and SESAM's website and to work with nominated local Friends on window displays to show Quaker work and encourage potential hirers who may be in sympathy with Quaker values.

I OTHER DUTIES

(a) To attend the Meeting House Management Committee and to meet regularly with the Line Manager between meetings.

(b) To interact as required with the local community structures, e.g. Grassmarket Community Project.

(c) To carry out such other duties and responsibilities as may reasonably be requested by the Line Manager.

(d) To take the initiative in keeping up with best practices and professional development, including maintaining communications with other Quaker Centre managers and wardens.

(e) To contribute when asked to discussions within SESAM about how the Meeting House is run in future.

By negotiation between the parties to this agreement, this job description may be subject to amendment from time to time within the scope of the stated Job Purpose.