

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	Could you tell us if you have had any experience of taking over the management of an existing team of staff and if so how you handled it?		
3	Could you tell us about a time when you've been managing staff or volunteers and had to deal with a difficult situation? How did you handle it, and did you learn any lessons from it?		

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3a	<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>		
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>		
6	<p>Could you tell us of any experience you have had of organising contractors to undertake maintenance or repair work? Did you experience any difficulties and, if so, how did you deal with them?</p>		

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6	<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>What do you say to him?</p>		
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>		

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8	<p>The pandemic has presented huge challenges for the Meeting House, and the number of groups using the Meeting House has not reached pre-pandemic levels, meaning we may need to consider different patterns of working to match the usage of the building.</p> <p>How flexible would you be about working changing hours? Would you have a preferred pattern of working?</p>		
9	<p>The Meeting House accounts are integrated into those of the Area Meeting which pays an accountant. Besides running the Meeting House payroll, our accountant also produces monthly accounts incorporating information from the Meeting House manager.</p> <p>What financial information do you think you would need to give?</p> <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>		

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10	<p>The Meeting House has been used as a Fringe venue, but future involvement is under discussion, partly due to the reduced number of Friends able to help organise it in collaboration with Meeting House staff.</p> <p>What do you feel about the possibility of the Meeting House again being a theatre and cafe venue?</p>		
11	<p>What other challenges do you think this post might pose, and how do you think you might address them?</p>		
12	<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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13	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 &amp; 3 November?</i>		
14	Do you have any questions that you'd like to ask us?		

*Not mentioned: Thoughts on marketing or promoting the Meeting House*