

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

Quaker Meeting House

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MEETING HOUSE MANAGER

POST TITLE	Meeting House Manager, Edinburgh Quaker Meeting House
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 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	<ul style="list-style-type: none">A StaffingB BuildingC Health and SafetyD Meeting House FinancesE Management of Room HireF Use of buildingG Edinburgh Festival FringeH Outreach: Enquiries about QuakersI 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 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 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.
- (i) 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 the flat(s) 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, as per B(h).
- (c) 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.