

Changes to Staffing 2025

Proposal

Summary

- 1) We would like to proceed with “side promoting” Majk - *exact title tbc**.
- 2) We would like to proceed with promoting Ellie to AM in Majk’s place.
- 3) We believe this would be a net positive for both the Meeting House and its Staff; Majk would like to work less and adapt his role, Ellie is keen to work as AM, the MH would gain another member of the management team and better structural security. Plus it will cut *some* staffing costs and staffing hours which we think the MH can absorb. MHM will monitor this and if the need for more staffing arises will alert MHMC.

Breakdown of Roles

Changing Majk’s role and job title

Pros for us - We get someone who can be more dedicated in seeing through major projects whilst the rest of the management team are busy with day to day stuff, which is especially useful in this early stage of S&A working here. We get to work further with Majk and we get to promote Ellie, who is very suitable for the role. More harmonious team.

Pros for Majk - He gets the life readjustment he wants (less hours) and gets to go “sideways” as opposed to down. He gets more fulfilling work.

Cons for Us - It is a somewhat of an unknown venture and we don’t yet know how suitable Majk is for this kind of role. He has requested this change, and MHM would like to support this, but we would also like to have a probationary period in case of any issues. This is also possibly preparing him and his CV for departure from here, which may be unavoidable anyway, but will be a bit of a struggle in the short term at least.

Cons for Majk - Less money. A change of pace - there will potentially be times when things have to be completed quickly due to shifting deadlines. The outside possibility of redundancy if this change does not work out and the AM position is filled by Ellie.

Things to note:

- We don’t think there will be an issue of Majk not having time to do this role alongside other things, we’ve already discussed this with him and have agreed with him that once the bookings and finances are lifted from him he should have capacity. S&A also think

they can streamline and cut out some time spent with both of these areas, as well as others. Having Ellie onboard as AM will be of great help here too.

- We will need to have a chat with him about how this role will require a change in terms of pace and expectations. Considering the nature of the role and how it relates to the committee there might be more sudden “this needs doing urgently” type situations. This rescheduling of the committee meeting this month is a perfect example of how this could happen.

Our thoughts on dealing with the issues

- We would want to keep Majk focussed on a small number of projects at the beginning of this and it will take a little time to get into the swing of it, both in terms of him feeling out the role and us picking up what he needs to drop.
- We would want to make it clear to him that there will be times where he will be co-working on projects. We would also possibly be able to help him develop into the role, as we have some project management experience ourselves.
- MHMC and MHM agree that we would like a written, signed and dated statement from Majk to document that the change comes at his own request.
- MHM would like to include a probation period of 6 months.
- Possible plans for an unsuccessful probationary period; could result in the need to revert to a reduced AM position (ie: Majk is now a 2 day a week AM), a MH Assistant position or possibly redundancy. Would like to discuss with MHMC and then confirm and agree with Majk before proceeding.

Current Role - Assistant Manager

Hours - 27.5hrs a week, 3.5 days

Week Split - Mon-Wed and Thurs as a half day

Pay - £20,720.70 APPROX (based off of email from Jackie)

These duties are lifted from Majk’s current AM contract and I have used them as a base to construct the Project Manager duties spec (see below), I have highlighted sections of the current AM duties to detail where I have removed or made changes in the later PM duties.

Key

Orange = highlighted to possibly be changed, removed or otherwise discussed before finalising.

Red = removed from the PM duties as specifically not relevant to the new role as currently conceived.

Duties - Acting together and in consultation with the Meeting House Manager you will be expected:-

To be a welcoming presence, greeting visitors to the Meeting House and attending to any reasonable requests and needs that they may have. You will be expected:

a. To prepare the Meeting House as appropriate for use by Quakers and other visitors and users who hire rooms and equipment.

b. To operate the Meeting House catering facilities, including the keeping of appropriate records, and to communicate with and support outside caterers as necessary.

c. To be responsible for weekly maintenance and tests of the fire alarm system, the emergency lights system, the security systems, the kitchen waste and ventilation and cleaning systems, and their associated records.

d. In consultation with the Meeting House Manager, to undertake and where necessary instruct such minor repairs to equipment and the fabric of the building as may be required.

e. To be an active participant in the facilitation of the building hire by a theatre company as the premises for performance as part of the Edinburgh Festival Fringe during August every year.

f. To undertake and operate the electronic booking system, including invoicing and recording of lettings receipts.

g. To be prepared to work alone when the need arises.

h. To respond to telephone and email enquiries.

i. To have an understanding of the bookkeeping for the accounts, payments and cash.

j. To be responsible for a company debit card and record and receipt all transactions made with it.

k. To provide on-call assistance when required, sharing responsibility with the Manager.

l. In the absence of the Meeting House Manager (for instance, if they have days off, holidays or meetings outside the Meeting House) additionally to undertake the following:

m. To ensure that the building is staffed at all times as required to meet the needs of hirers and other users, and to provide any necessary supervision to the staff.

n. To provide on-call assistance.

o. To undertake such other tasks related to the running of the Meeting House as may be reasonably required and agreed with the Meeting House Manager.

Proposed Role - Project Manager?*

**The job title itself is a question. Are there any inbuilt applications of having "Manager" in one's job title (in a Quaker context) that we should be aware of?*

Hours - EITHER:

15 hrs (2 days a week) - £14.49 p/hr for 15hrs - £11,302.20 approx.

OR

18.75 (2.5 days a week) - £14.49 p/hr for 18.75 - £14,127.75 approx.

Week Split? - tbc but likely covering when the AM is not on duty

Pay - equivalent to AM?

Acting together and in consultation with the Meeting House Manager you will be expected:-

As always:

- To be a welcoming presence, greeting visitors to the Meeting House and attending to any reasonable requests and needs that they may have.

Project Manager duties:

- To work in consultation with the Meeting House Manager on assigned research and development projects and tasks concerning the Meeting House and its partners.
- Providing proposals and reports of project statuses to the Meeting House Manager and MHMC on goals, research, budgets, and any other related findings as requested.
- Working to agreed timescales and deadlines.
- Representing the Meeting House Management team to outside parties and adhering to Quaker principles throughout.
- Co-working with the Meeting House Manager or Assistant Manager on projects as required.
- To work in consultation with the Meeting House Manager to lead in the facilitation of the Meeting House being used as a venue during the Edinburgh Fringe in August every year.

As well as the Project Manager duties you will also be expected to:

- To prepare the Meeting House as appropriate for use by Quakers and other visitors and users who hire rooms and equipment.
- To be prepared to work alone when the need arises.
- To respond to telephone and email enquiries.
- To provide on-call assistance when required, sharing responsibility with the Manager and Assistant Manager

In the event of the absence of both the Meeting House Manager and the Assistant Manager (for instance, if they have days off, holidays or meetings outside the Meeting House) additionally to undertake the following:

- To ensure that the building is staffed at all times as required to meet the needs of hirers and other users, and to provide any necessary supervision to the staff.

- To provide on-call assistance.
- To undertake such other tasks related to the running of the Meeting House as may be reasonably required and agreed with the Meeting House Manager and Assistant Manager.

Removed sections of the current duties that haven't been directly captured by the new version. Could possibly be included still? Up for discussion.

To operate the Meeting House catering facilities, including the keeping of appropriate records, and to communicate with and support outside caterers as necessary.

To be responsible for weekly maintenance and tests of the fire alarm system, the emergency lights system, the security systems, the kitchen waste and ventilation and cleaning systems, and their associated records.

In consultation with the Meeting House Manager, to undertake and where necessary instruct such minor repairs to equipment and the fabric of the building as may be required.

To be responsible for a company debit card and record and receipt all transactions made with it.

Removed sections that would MHM would like to be under the responsibility of MHM & AM only

To undertake and operate the electronic booking system, including invoicing and recording of lettings receipts.

To have an understanding of the bookkeeping for the accounts, payments and cash.

Ellie

Proposed Role - Assistant Manager (AM)

Ellie would be very keen to come onboard as the AM. Considering that Majk would like to reduce his hours and responsibilities, the switch seems like a natural move to make and we have every confidence in her abilities. She's also expressed curiosity about what the AM does that she isn't currently doing, which having now looked upon the AM contract I think is quite understandable, as there's only one or two things extra on there, which we think she's possibly been assisting with pre-uplift. Originally stated between 20-25 hours, so will list a few options as we know she wants to keep her week relatively free for her other interests.

Proposed Role

Hours - EITHER:

18.75 (2.5 days a week) - £14.49 p/hr for 18.75 - £14,127.75 approx.

OR

22.5 - (3 days a week) - £16,953.30 approx

Week Split? - tbc but likely covering when the PM is not on duty

Pay - equivalent to current AM salary?

Duties - Will primarily assist with bookings and help us to streamline processes. Eventually we would want Ellie to move onto becoming acquainted with the financial side of things.

Pros for us - We gain Ellie with more hours and duties, and with a better separation of workflow between E&M. It would also add a member to the management team whilst subtracting from the current staffing costs.

Pros for Ellie - She gets better pay, arguably for a job she is already doing. And better security.

Cons for Us - We can assume that carrying forward this proposal runs the risk of potentially losing Majk due to finding a better opportunity, but then *not* carrying this forward does so too. The same applies to Ellie, we could be preparing her to find something elsewhere but I would argue that not promoting Ellie is encouraging her to find something better elsewhere.

There will also be an adjustment period whilst Ellie gets used to the role, without the inherent benefit of Majk's years of experience here.

Cons for Ellie - She would be on-call and she's not the closest to the MH, so this will need discussion. And we would need to ensure she has a thorough understanding of the differences to her current role.

Things to note:

- There could be a messy period here whilst A&S, Ellie AND Majk adjust to their new roles... so doing this in the quieter months of Jan/Feb could be a good point.

Our thoughts on dealing with the issues

- A probation period of 6 months and making it clear to Ellie before she takes on the role in the event of an unsuccessful probation she may have to go back down to her previously held position.