



Notes and Actions from Majk Stokes's Annual Employment Review Conversation

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1. Introduction

Notes from a meeting held on 2024-04-16 with Miranda Girdlestone (Meeting House Manager, MG hereafter), taking the lead and Henry Thompson (Convenor, Meeting House Management Committee, HST hereafter), taking (most of) these notes. The section titles and questions which follow are taken verbatim from the *Employment Review Conversation* shared with Majk in advance of the meeting.

2. Nature of the job

Does your job description accurately reflect the nature of your duties?

Taken on more admin/desk-based (i.e. not running around the place, directly customer facing)

ACTION: MG and MS review Job Description and update as necessary

What have you done in your role that has made you feel proud?

Getting the Fringe Society: played a key role in making that happen, disappointed that we couldn't repeat that, and not sure about how the CVenues version will play out.

Got to grips with the chasing up bookings and invoices etc.: more efficient at dealing with that than in the past. Hallmaster definitely a learning curve.

Was there anything that felt less than successful when you attempted it?

Booking clash for the GA of Church of Scotland, missed something crucial about this involving more than it had in previous years.

And what did you do to improve the situation?

Sorted it, with help from Rachel Fitzgerald and Aug.United

What changes have you implemented and how do you think they went/were received?

Not sure I've implemented anything - list of slow-payers and Hallmaster-refusniks. Working on capturing/transferring to Ellie experience/information about regular(ish) groups

[Dropping Sundays] A good change from doing 7 days in a stretch.

[Things around the building?]

3. Obstacles and support

What extra support would you like from me as your manager?

Depends on whether there are extra things I might be taking on.

Have you encountered any particular difficulties where you would have appreciated more support?

Not that can think of just now

Can you say why you didn't ask for support at the time?

4. Quaker Ethos

Do you think the Quaker ethos is nurtured in your work and your workplace?

I think so. We have a pretty good Quaker ethos here. Haven't encountered anything. Like to think we pass those on to our clients, in the way we interact with them.

5. Working relationships

How would you describe the relationships you have built with your colleagues and users of the building?

Good relationship with most of the users, in person or via email/phone. They know who I am, and that helps toward friendly interaction. [Colleague] was upset about how I handle some difficulties, but in general get on pretty well with the rest of the staff time. Would like to improve on that, but no glaring holes. QUakers on Sunday also pretty good.

[MG - better in difficult situations to use email rather than SMS so there's a non-private, recoverable record]

How do you see your role within the team now and how would you like it to grow?

Could take more responsibility in staff meetings, particular regarding anything to do with the building.

ACTION: MG to discuss with MS about sharing running of staff meeting]

6. Work environment

What do you like or dislike about your work environment?

Dislike the bagpipes, the crush of tourists. But generally a welcoming and friendly workplace, and we project that well to people who walk in.

Struggling at the moment with a wrist that keeps me from cycling.

Do you have any suggestions for improving it?

[redacted :-]

Remove the perspex, re-dress the desk.

7. Management/ supervision

Looking forward as an assistant manager, what do you see as the requirements for your role to provide me with support, as I work on strategic business development?

Helping with Hartley's email was something I was able to do, managing the electricians coming in for quotes ditto. I could put together casual staff rotas. I could do more supervision of on-site contractors, as we've moved away from DiY.

Juggling things so Ellie does more with bookings, then I would have time to do more with contractors.

Better and handling the receipts spreadsheets

8. Training and development needs

What training have you undergone during the year?

First aid. Some refresh on touch typing.

Are there any training opportunities you would like to pursue? Or any skills you would like to develop?

Useful at some point to do some bookkeeping training. Training on excel spreadsheets, using free online courses.

Woodbrooke no longer does this.

ACTION: MG to book Food Hygiene for MS, Fire extinguishers for everyone

[HST could help with Excel maybe]

9. Overall

If you could change anything about your role or the way the team operates, what would it be?

Not interested in more hours. Fewer might be good.

Sometimes MG and KJ or E? are working in the office and I'm stuck on the front desk and sometimes it feels a bit like being left out. So maybe look at swapping places some times...

If someone staying late, or arriving early in the evening, I'd be happy to start later.

[MG I try to balance early/late starts across the month across the staff. Thursday afternoon instead of morning would be OK when Ken or Ellie is in from 9]

10. Actions agreed

ACTION: MG and MS review Job Description and update as necessary

ACTION: MG to discuss with MS about sharing running of staff meeting

ACTION: MG to book Food Hygiene for MS, Fire extinguishers for everyone