

**SOUTH EAST SCOTLAND AREA MEETING
of the Religious Society of Friends (Quakers) in Britain
Scottish Charity Number SC019165**

**EDINBURGH QUAKER MEETING HOUSE
7 Victoria Terrace, Edinburgh EH1 2JL**

MEETING HOUSE MANAGER(S)

Background Information

Nature of the post

The Meeting House Manager takes overall responsibility for the administration and management of the Edinburgh Quaker Meeting House and its staff team, which currently comprises an Assistant Manager, two Meeting House Assistants on permanent part-time contracts, and three assistants employed on a casual basis. The duties and responsibilities of the post are outlined in the Job Description.

The post requires a practical self-starter with proven management, administrative and people skills. The post-holder is expected to have a good understanding of Quakerism and to be in sympathy with Quaker values – ideally a Quaker member or regular attender. This is because of the need to deal with enquiries about Quakerism from the public. An understanding of Quaker structures and the Quaker business method would also be helpful.

The Meeting House Manager is responsible to South East Scotland Area Meeting through the Convenor of the Meeting House Management Committee, with whom the Manager will meet on a regular basis. There is also a support Friend appointed as a non-supervisory advisor.

Hours and remuneration

It is anticipated that the 37.5 hours per week will be worked over 4 or 5 days to be arranged after discussion with the other contract staff and the Convenor of the Management Committee. In the case of a joint appointment the hours will be shared at the discretion of the Managers. Times when the Manager is not on duty are covered by the Assistant Manager, the Meeting House Assistants or the casual staff. Paid annual leave entitlement is 35 days, including local and national public holidays.

The remuneration package can take one of two forms - a gross salary of £38,000 per year without accommodation or a gross salary of £32,000 along with rent-free accommodation in the adjacent tenement building. If this latter option is chosen, the Area Meeting would pay the council tax for the flat but the post-holder(s) would be responsible for the utility bills.

Regardless of which remuneration package is chosen, the Area Meeting will enrol the employee in a Stakeholder Pension arranged through the The People's Pension, administered by B&CE Holdings Ltd., which complies with UK Government regulations, unless the employee opts out or is already a member of another qualifying scheme. The employer will contribute 5% to the employee's pension.

The accommodation if taken up

The Manager's accommodation is on the fourth floor of a tenement building adjacent to the Meeting House. Part of the ground floor and all the first floor of this tenement are incorporated into the Meeting House but the five flats on the second, third and fourth floors are served by their own stair. The partly-furnished flat is centrally heated and includes a living room, kitchen, two bedrooms and bathroom with shower and toilet. Because of the nature of the accommodation and the work in the Meeting House itself, this post would not be suitable for anyone unable to climb stairs.

We suggest that applicants think about the advantages and disadvantages of living so close to their workplace. Residence in the flat is not a condition of employment.

Edinburgh Quaker Meeting House

The Meeting House is one of two owned and managed by South East Scotland Area Meeting (the other is in Kelso). It is situated on a terrace which runs above Victoria Street in the heart of the Old Town, just off the Royal Mile and not far from the Castle. The building dates from 1865, was built as the 'Original Secession Church' and has been the Quaker Meeting House since 1988. It provides a home for Central Edinburgh Local Meeting (one of four Quaker Meetings in Edinburgh) and is well used throughout the week as a venue for meetings of charitable organisations, training courses, leisure classes, etc. Opening hours match the bookings, and we are open many days from 8.30 or 9.00 am to 10.00 pm.

The building contains three main rooms: the Meeting Room on the second floor and the Hall and Library on the first floor. There is a well-equipped kitchen, a foyer and two small meeting rooms.

Further Information

The job would be particularly suited to couples, partners or friends wishing to job share, so we welcome joint applications.

A member of the Meeting House Management Committee will be happy to discuss aspects of the job or accommodation with prospective applicants. Please email us at sesam-emh-management-committee@googlegroups.com, giving your details including a telephone number and the best time(s) for one of us to call you if you would like to speak to us.

The aims and objectives of the Edinburgh Quaker Meeting House are not formally part of the job description but may be useful to you in informing yourself about the role. They are:

- To provide a welcoming space for Friends and visitors alike to worship, and to gather and grow in faith, love and community.
- To contribute to an income stream that helps to enable the environmentally sensitive stewardship of our historic building and contributes to Area Meeting resources.
- To create friendly, accessible meeting spaces for a wide range of groups, thereby contributing to the social capital of our local (and wider) community.
- To use our building as a tool for outreach, to build awareness of Quakers and of the issues that are important to us and to share our values.
- To be an example of an ethical workplace run by an employer with integrity.