

SOUTH EAST SCOTLAND AREA MEETING (SESAM)

of the Religious Society of Friends (Quakers) in Britain

Scottish Charity Number SC019165

seeks a **Meeting House Manager** (full-time), or Managers on a job-share arrangement. Accommodation in a two-bedroom flat on the fourth floor of an adjoining tenement is available if required. Salary £32,000 with accommodation, £38,000 without. Hours 37.5 over 4 or 5 days.

The role includes managing bookings and staff for the busy Quaker Meeting House in central Edinburgh.

SESAM is looking for a computer-literate self-starter with good administrative skills, flexibility, calmness under pressure and the ability to relate well to staff and those using the Meeting House. The Manager will need to be able to negotiate stairs and move furniture. Ideally the post-holder will be a member or established attender with a good knowledge of Quaker beliefs and practices, although we will also consider those in sympathy with Quaker values who can demonstrate the ability and willingness to explain Quakerism to visitors to the Meeting House and develop their own knowledge.

A detailed job description, other information and application form are available on the Meeting House website <https://www.equaker.org.uk/vacancies/managers-2024>.

Closing date:

Interviews will be held between