

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)

Person Specification

We seek a flexible self-starter to manage our busy city-centre venue and team.

Essential requirements:

Experience of managing a number of staff and the ability to relate well to them.

Ideally a member, or established attender, with a good knowledge of Quaker practices and beliefs, including an understanding of Quaker structures and the Quaker business method, along with the ability to explain Quakerism to visitors to the Meeting House. We will also consider those who are in sympathy with Quaker values and can demonstrate the ability and willingness to develop this necessary good knowledge and understanding.

Good oral communication and networking skills with the ability to be diplomatic.

IT skills such as email, word-processing, spreadsheets and other computer programmes. Training will be given on Hallmaster, QuickBooks and any other more specialised programmes if required.

Basic bookkeeping and administrative skills and the ability to manage expenditure within a budget.

Physical ability to climb stairs and stepladders and to move furniture.

Calmness under pressure.

Ability to innovate and find creative responses to problems.