



Central England Area Quaker Meeting

Job Description

Job Title	Meeting House Manager
Location	Cotteridge Quaker Meeting House, B30 1JB (But may involve cover, such as annual leave, at various sites across Central England Area Quaker Meeting)
Salary / salary scale	15 hrs per week @ £14.50p/h (£28,275 per annum FTE, pro rata)
Hours of work	15 hours per week, Monday to Saturday (with Sunday and one other day off in the week) Annual leave: 25 days pro rata, plus 8 public holidays
Main purposes of job	<ol style="list-style-type: none">1. The day to day running of the Meeting House including room hire, maintenance of the building and grounds, and to provide a welcoming presence within the hours of duty to those who visit.2. Liaise with hirers, cleaners and contractors, administering the room hire process, maintaining good records and arranging building and grounds maintenance.3. The post holder must respect and promote the Quaker values of peace, equality, simplicity, sustainability and truth.
Key tasks	<ol style="list-style-type: none">1. To liaise with and maintain good communication with the Local Meeting, especially with members of the Premises Committee, the Treasurer, providing regular reports and attending meetings as required.2. To develop good relationships with the local community, promoting Quaker values and raising awareness of the building and its purpose.3. Maintain the bookings system and manage the logistics of hosting multiple group activities on the premises, issuing keys / codes, ensuring the smooth running of the building to meet the needs of hirers and visitors, and answering any queries from hirers.4. Be the first point of contact with hirers in an emergency.5. Work with the Treasurer on the financial management of the Meeting House, including record keeping, overseeing utilities (heating, lighting, broadband, water) and overseeing arrangements with contractors.6. To liaise with hirers, ensuring they are familiar with and comply with the lettings policy.7. To meet new hirers in the building, introduce them to the facilities, evacuation procedures and other safety policies.

	<ol style="list-style-type: none"> 8. To have oversight of all aspects of the premises and grounds, including health and safety, cleaning, security and maintenance. To arrange for contractors to undertake repairs and maintenance as required (in consultation with the Premises Committee as necessary). 9. To ensure the building is unlocked and locked when required, to provide access for users and security of the site. 10. Carry out regular checks such as building, grounds, emergency lighting and smoke alarm checks, the Annual Property Questionnaire, and read the meters monthly. 11. Minor (household) maintenance of the Meeting House and car park. 12. To be familiar with and ensure compliance with relevant policies and procedures such as Fire, Health and Safety, Data Protection and Safeguarding. 13. To ensure that Premises Committee is kept informed of faults or issues with the building, the heating system, furnishings, decorations and other equipment. 14. Maintain records and log books and make these available to members of the Premises Committee 15. Arrange access for deliveries, and for contractors doing repairs and maintenance, and oversee their work. 16. Ensure rooms are ready for hirers, including moving furniture if needed, within the hours of duty. 17. Liaise with the cleaner and be prepared to assist when necessary. Liaise with the gardener where necessary. 18. Ensure the building is tidy and in a good state of repair and ready for use. 19. To undertake any other tasks, aligned to the role, as may reasonably be requested. 20. To undertake training as required.
Reporting to	Clerk of Premises Committee
Any special conditions	<p>Travel to, from and between sites on a regular / daily basis when needed.</p> <p>Satisfactory basic DBS check.</p>