

# Person Specification

## Job title: Meeting House Manager

### Main purpose of the job

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.

Liaise with hirers, cleaners and contractors, administering the room hire process, maintaining good records and arranging building and grounds maintenance.

The post holder must respect and promote the Quaker values of peace, equality, simplicity, sustainability and truth.

|   | How tested (Application/Interview/Test) |   |   |
|---|---|---|---|
|   | A                                       | I | T |
| <b>Knowledge</b>  |   |   |   |
| <i>Essential</i>  |   |   |   |
| Know something about, show interest in and be in sympathy with Quakers and their values and beliefs.  | X                                       | X |   |
| Basic IT e.g. Outlook.  | X                                       |   |   |
| Health and Safety   | X                                       | X |   |
| <i>Desirable</i>  |   |   |   |
| Deeper understanding of Quaker beliefs and values, including decision making.   |   |   |   |
| Knowledge of the local community.   |   |   |   |
| Computer programs - Microsoft Word, Microsoft Excel, Google applications.   |   |   |   |
| Regulations relating to public buildings.   |   |   |   |
| <b>Qualifications</b>   |   |   |   |
| <i>Essential</i>  |   |   |   |
| Educational Attainment to GCSE level A-C (or equivalent) in Maths and English.  | X                                       |   |   |
| Good level of spoken and written English.   | X                                       | X |   |
| <i>Desirable</i>  |   |   |   |
| Health and Safety and/or First Aid training.  |   |   |   |
| <b>Skills</b>   |   |   |   |
| <i>Essential</i>  |   |   |   |
| Ability to build relationships with the local community   | X                                       | X |   |
| Able to multi task and prioritise work  | X                                       | X |   |
| Practical, 'can do' approach to problem solving.  | X                                       | X |   |
| Able to communicate well (written, IT and oral), relate to all actual and potential users of the building, and to Members and Attenders of the meeting. | X                                       | X |   |

Able to work independently, without direct supervision, using initiative when required.

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|  | X |  |
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**Desirable**

Practical DIY skills.

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**Experience**

**Essential**

Balancing conflicting pressures and demands, coping with the unexpected and relating to (and sometimes managing) difficult people  
Managing contractors.

Record keeping.

Working cooperatively with others.

Managing a public building or similar setting.

Working within health and safety and fire regulations.

Conducting Risk Assessments.

Managing petty cash.

|   | A | I | T |
|---|---|---|---|
|   |   | X |   |
| X |   |   |   |
|   |   | X |   |
|   |   | X |   |
| X |   |   |   |
| X |   | X |   |
|   |   | X |   |
| X |   |   |   |

**Desirable**

Managing staff / direct reports.

Working with data protection and safeguarding policies.

Working in the faith and/or charity sector.

Invoicing and book keeping.

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**Other**

**Essential**

Create an environment where Quakers and others using the building feel comfortable and welcome

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|--|---|--|
|  | X |  |
|--|---|--|

**Desirable**

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January 2025, Sarah Barker, Principal Officer.