



RELIGIOUS SOCIETY OF FRIENDS (QUAKERS)
South East Scotland Area Meeting

Meeting House Assistant Manager - Job Description

In this role, you will represent the Edinburgh Quaker Meeting House managerial team to both staff and visitors and provide a point of authority and responsibility whenever a Manager isn't present.

Managerial Responsibilities

Alongside, and in consultation with, the Manager(s) you will be expected to:

- a. Be a primary keyholder to the building and part of the emergency alarm response chain, sharing On Call responsibility with the Manager(s), Project Manager, and selected Quakers.
- b. Remotely support on-site staff when required, sharing On Call responsibility with the Manager(s) and Project Manager.
- c. Administrate our booking procedures including; handling enquiries, operating Hallmaster and online calendar systems, invoicing, organising catering, maintaining up-to-date records of booking statuses.
- d. Administrate our financial procedures including; recording of lettings receipts, setting up and authorizing payments, handling cash, assisting with monthly bookkeeping, being a signatory for the bank account, being responsible for a company debit card.
- e. Work with all members of the team to maintain clear communication and note taking throughout all aspects of the role.
- f. Help ensure the Meeting House catering facilities, room hire fees and other charges are optimised in line with budgets, including the keeping of appropriate records.
- g. Oversee stocktaking of items used within the building including; catering stock, reading materials and leaflets, cleaning supplies and administrative items.
- h. Be jointly responsible for annual, monthly & weekly maintenance schedules for all building systems and appliances, and keeping up to date records, sharing responsibility with the Manager(s) and other staff.
- i. Monitor the Meeting Houses's website and online presence, including social media.

Additionally, in the absence of the Manager(s):

- a. Ensure that the building is staffed at all times as required to meet the needs of hirers and other users, and to provide any necessary supervision to the staff.
- b. Be the main point of On Call contact.

General Responsibilities

- a. Be a welcoming presence, greeting visitors to the Meeting House and attending to any reasonable requests and needs that they may have
- b. Prepare the Meeting House as appropriate for use by Quakers and other visitors and users who hire rooms and equipment.
- c. Monitor and respond to telephone and email enquiries.
- d. Attend and contribute to regular staff meetings and training sessions.
- e. Support the facilitation of the building's use during the Edinburgh Festival Fringe every August.
- f. Facilitate, and where appropriate undertake, minor repairs to equipment and the fabric of the building as required.
- g. Work on projects to develop and improve Meeting House systems.
- h. Be prepared to work alone when the need arises.
- i. Undertake such other tasks related to the running of the Meeting House as may be reasonably required and agreed with the Manager(s).