



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

Meeting House Assistant Manager - Person Specification

We seek someone able to work flexibly, who will thrive in working in a close knit team in a busy environment. This role requires someone with excellent practical, administration and communication skills with great attention to detail, who can maintain focus on tasks whilst also managing in-person interactions with care and consideration.

Essential:

- Good understanding of and sympathy with Quaker values.
- Previous experience in a role of responsibility for building security and staff.
- Previous experience of person-facing roles.
- Previous experience of book keeping and financial management within a budget.
- Ability to reach the Meeting House quickly and easily to respond to situations that may arise when on call.
- Excellent oral and written communication and networking skills, with an ability to be diplomatic.
- Excellent administrative and organisational skills.
- IT skills, including; word processing and emails, spreadsheets, online booking systems.
- Ability to complete regular tasks with consistency and work to deadlines on multiple tasks.
- Ability to work in a team environment and relate well with others.
- Physical ability to climb stairs and move furniture.
- Ability to innovate and find creative responses to problems.
- Calmness under pressure.

Desirable:

- A good understanding and/or lived experience of Quakerism.
- Previous management experience.
- Knowledge of DEXT, Quickbooks & online banking systems.
- Knowledge of Hallmaster, Trello and online calendar management.
- Practical repair skills.
- Food and Hygiene Level 2 (training will be provided if required).
- First Aid Qualification (training will be provided if required).
- Ability to work remotely on occasion.