

## **Post of Deputy General Manager, Oxford Quaker Meeting**

Oxford and Swindon Area Quaker Meeting are seeking to appoint a Deputy General Manager to work alongside the General Manager in all aspects of the day to day running of a busy and forward looking Meeting House in the centre of Oxford. The post is for 24 hours per week. Salary £21,850 (f/t equivalent £34,597) plus pension contributions.

Please apply with CV and covering letter to [recruitment@oxfordquakers.org](mailto:recruitment@oxfordquakers.org)

**Deadline for applications: 17-03-2023**

### **INTRODUCTION**

General Management of Oxford Meeting House

#### **Job Description**

The Deputy Manager is directed by and collaborates with the General Manager in all aspects of the day-to-day running of a busy and forward-looking Meeting House in the centre of Oxford.

#### *Reception*

1. Ensures callers and visitors are greeted warmly, and that enquiries and requests are handled sensitively and appropriately, meeting the needs of individuals and groups.

#### *Day-to-Day*

2. Works closely with occasional staff and other staff members in the day-to-day running of a busy office and Meeting House.
3. Ensures the efficient and friendly day-to-day running of the premises, responding to users' needs and attending to the appropriate layout of rooms, including moving furniture, provision of equipment including audio-visual systems and other supplies.
4. Oversees the work of cleaners and other contractors as required, ensuring premises are clean, attractive, and ready for users at any given time.
5. Takes action as necessary on the care and maintenance of the building, furniture and equipment, and of surrounding areas, dealing promptly and appropriately with any incidents, accidents, damage, breakages or other occurrences requiring action.

### *Oxford Meeting*

6. Ensures that the Meeting House premises cater appropriately for the needs of Oxford Meeting.

7. Provides administrative services, as required; and works with suppliers to ensure the on-going needs of the Meeting and hirers and health and safety requirements are met.

### *Lettings*

8. Manages the programme of lettings including the residential top flat, and manages effective IT-based systems for bookings, billing, chasing overdue payments, book-keeping and record-keeping.

9. Works to generate new lettings by developing relationships with potential users and through marketing activities.

### *Finance*

10. Works with the Finance Team to help set budgets and management costs; works with other appointed officers and committees of the Meeting; attends monthly business meetings as needed.

### *Management*

11. Undertakes other duties and responsibilities as may arise or be required.

### **Essential characteristics**

Sympathy with Quaker values and business methods (while not being required to be a Quaker member or attender)

Good people-person, including dealing with challenging people

Friendly approachable manner

Ability to move furniture for room set up and access all parts of an old listed three storey building

Familiarity with (or aptitude for) software used in the office, especially Word, Excel, and Hallmaster: training will be given

Ability to deal with techno-glitches when they can be fixed easily

### **Desirable characteristics**

Understanding principles of bookkeeping

Ability to create and follow audit trails for income and expenditure

Understanding principles of bank reconciliation (will not normally be expected to do it)

Familiarity with bookkeeping software (Excel, Sage or Quickbooks: Oxford Meeting currently uses Quickbooks), or ability to learn: training will be given

### **Hours of employment**

Currently 24 hours a week to include occasional evening and weekend work.

### **Line Management**

The General Manager is your Line Manager.

Oxford and Swindon Area Meeting, represented by the trustees, constitutes the official employer for this post.

**Oxford and Swindon Area Meeting is working towards becoming an equal opportunities employer.**