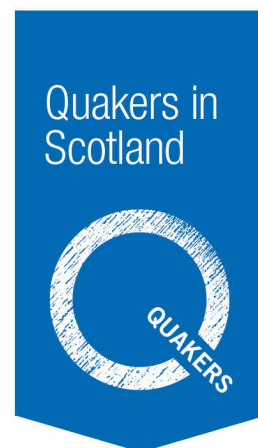


RELIGIOUS SOCIETY OF FRIENDS
GENERAL MEETING FOR SCOTLAND

Clerk to Trustees: Martin Burnell, 25 Learmonth Grove, Edinburgh EH4 1BR.
Tel: 0131 343 2592 **Email:** mburnell@mbees.net



23rd October 2019

Dear Friend,

Appointment of General Meeting Administrator

Thank you for showing interest in this vacancy. A job description and person specification are attached to this letter, and an application form is available separately.

If you would like to discuss any aspect of the post, please feel free to telephone me on 0131-343-2592. Application forms must be returned no later than 25th November, 2019 using the email address gm@mbees.net or to my postal address.

We plan to hold interviews on Monday 9th December in Edinburgh. We will not acknowledge receipt of your application, but we will contact you by 2nd December if you are being called to interview.

In friendship,

A handwritten signature in black ink that reads "Martin Burnell". The signature is written in a cursive style and is underlined with a single horizontal stroke.

Martin Burnell
Clerk to GM Trustees.

GENERAL MEETING FOR SCOTLAND - JOB DESCRIPTION

Post Title: Administrator

Function: To provide administrative support to General Meeting for Scotland and its appointed officers, including provision of information to Friends and members of the public, maintenance of records and production of the Book of Members and Attenders.

Main Tasks:

1. Provision of administrative support, principally to appointed office holders of GM.
2. Circulate the Scottish Friend and, as required, agendas and minutes for each meeting of GM. If requested by the GM Clerk, liaise with speakers and the venue in regard to facilities, equipment, travel and other arrangements. Participate in GM Committee conference calls.
3. Maintenance of the database of Members and Attenders and production of the printed list of Members and Attenders (currently every 2 years).
4. Maintenance of records of GM committee memberships and GM appointments.
5. Distribution of GM minutes and other items as required.
6. Dealing with queries regarding General Meeting business from Friends and external organizations (e.g. ACTS, Scottish Parliament), responding in a timely way to emails.
7. Responding to requests for information from members of the public.
8. Liaison with and provision of support to the Archive Group regarding archiving and storing General Meeting records and related papers.
9. Provide occasional administrative support to the Parliamentary Engagement Working Group or Parliamentary Engagement Officer.
10. Assistance with organisation of special events and conferences as agreed by GM.
11. Administrative support to the Co-ordinator appointed by Northern Friends Youth Events Trust, to undertake publicity and mailings relating to the Summer Shindig event, as required, up to 12 hours annually.
12. Maintenance of General Meeting's data protection registration with the Information Commissioner. The postholder acts as Data Protection Officer for the General Meeting.
13. Support GM events for Children and Young People
 - (a) by managing bookings for link weekends if requested
 - (b) by maintaining the Quaker Link Weekend accounts and submitting them annually to GM Treasurer for consolidation with GM accounts
14. Upload minutes and other documents to the website of General Meeting for Scotland and liaise with the Website Manager as necessary.
15. Such other administrative and secretarial support tasks as may be allocated from time to time by General Meeting or the General Meeting Clerk.

Updated: October 2019

NOTE: This job description may be varied from time to time within the general scope of the job function.

POST OF GENERAL MEETING ADMINISTRATOR

PERSON SPECIFICATION

ESSENTIAL

1. In membership of the Society of Friends or an established attender with experience of Quaker business methods and an understanding of Quaker beliefs.
2. Good administrative skills including attention to detail.
3. Competent in the use of Microsoft Office including Access, Excel and Word. Production of the Book of Members involves all three applications. Additional training may be given.
4. Other IT skills including use of email and basic website administration.
5. Inter-personal skills – ability to be tactful, desire to be helpful.
6. Good written and oral communication skills.
7. Enthusiastic, self-motivated and well organised. The postholder works without close supervision.
8. Willingness to work flexibly - contactable on weekly basis.

DESIRABLE

1. Knowledge of Quakers in Scotland.
2. Willing and able to attend at least 2 of the 4 General Meetings each year.

NOTE

The postholder will be expected to work from home with equipment being provided by the General Meeting. Expenses directly arising from the duties will be met. It is desirable that the postholder can set aside a room for the computer equipment and some storage associated with the duties.