

South Manchester Caretaker

Manchester and Warrington Area Quaker Meeting (a registered charity) and our trading subsidiary, Quaker Trading (Manchester and Warrington) Ltd are recruiting a new Caretaker for our South Manchester Meeting House.

We are a faith community, and our South Manchester Meeting House is - first and foremost - a place of Quaker worship. We also hire out rooms within the Meeting House to generate income for our charitable work and the maintenance of our Meeting Houses. The purpose of this Caretaker role is to care for the Meeting House premises, providing a safe, comfortable and welcoming experience for all users. The current Caretaker, John Wright, is retiring soon after 13 years in the role.

Salary: £6,552 (£24,570 pro rata) per annum.

Working hours: 10 hours per week, worked flexibly around bookings, often outside of office hours.

Start date: As soon as possible after appointment.

Contract: Permanent, subject to a six-month probationary period.

Line management: Reporting to the Operations Manager.

Location: South Manchester Quaker Meeting House, 82 Wythenshawe Road, Manchester, M23 0DJ.

Benefits:

- Generous annual leave and bank holiday allowances.
- 7% employer pension contribution (subject to a minimum 1% employee contribution).
- Optional annual leave purchase scheme.
- Generous sick pay, dependency and parental leave arrangements.

More about the team

We are a friendly staff team of 18 (12 full time equivalent) with a generally informal approach to work. Most of us work at Friends Meeting House in central Manchester, but our four caretakers work, largely alone, at our other Meeting Houses and some team members work partly from home.

Our most senior staff member is our Executive Officer, Liz O'Neill, who answers to Trustees of the charity and the Board of Directors of the trading company. All staff members are dual employed by both the charity and the trading company.

Working for a Quaker organisation

Quakers is the informal name for the Religious Society of Friends, which is a Christian-rooted faith organisation. You do not have to be a Quaker to work for us and our staff team includes people with several different faiths and none. However, our work is guided by Quaker beliefs and all team members must uphold our commitment to:

- Equality: respecting people, valuing diversity, treating everyone equally.
- Truth: always working openly and honestly.
- Sustainability: striving to reduce our negative impact on the environment and encouraging everyone to make more sustainable choices.
- Peace: working co-operatively and contributing to a culture of nonviolence.

We are committed to safeguarding children and adults at risk and expect all our staff to share and uphold this commitment.

You can find out more about our ethically-focused conferencing and room bookings business, which includes meetings, events and other bookings at South Manchester Meeting House at www.meetinghousemanchester.co.uk

You can find out more about our faith community and the work of our charity at www.manchesterguakers.org.uk

You can find out more about the Religious Society of Friends (Quakers) in Britain at www.quaker.org.uk

Duties and responsibilities

The purpose of this role is to provide a warm welcome to potential and current customers, to support Quaker worship and other uses of the building, and to maintain the building itself. This includes:

Supporting room bookings

- Liaising with the office team to understand the needs of both Quaker and external users of the Meeting House, then setting up spaces within the Meeting House accordingly. This includes moving furniture on a regular basis.
- Attending on site to provide access to the Meeting House when required. This will usually be limited to viewings with potential customers and first visits by new customers.

Maintaining the Meeting House and its grounds

- Cleaning all areas of the Meeting House and removing litter from the grounds.
- Managing waste disposal in consultation with the Operations Team and the resident tenant in the flat above the Meeting House.
- Reporting all necessary repairs to the Operations team. Carrying out minor repairs or improvements to the building, fixtures and fittings, where this is within your capability. Liaising with the Operations Team to manage contractors accessing the building.

Security, health and safety

- Taking responsibility for the security of the Meeting House. This includes acting as the primary key holder and may occasionally include attending at short notice in the event of a problem or reported concern.
- Ensuring the health, safety and comfort of everyone who uses the building and grounds. This includes setting the heating, maintaining adequate toilet and cleaning supplies, as well as regular checks to emergency lighting, fire alarm and first aid supplies.

General Duties for all staff members

- Actively participating in training and development, working with your line manager to identify your own training and learning needs.
- Attending team and staff meetings as required. These usually occur at Friends Meeting House in central Manchester and you will be paid for your time, at your usual hourly rate, including travel.
- Following all internal policies and procedures, as described in the Staff Handbook or issued in an equivalent format.
- Responding to customers or others enquiring about Quakers: giving them basic information and appropriate literature or websites to visit.
- Any other tasks reasonably requested by your line manager or the Executive Officer.

Candidate requirements

Description of what we are looking for	Level of requirement	How we will assess this requirement
Basic skills and physical requirements		
Physical ability to effectively carry out required cleaning and set up room layouts alone.	Essential	Practical task at interview.
Numeracy to a standard that supports, for example, taking accurate measurements or laying out the required number of chairs in equal rows.	Essential	You can provide evidence of these skills with a formal qualification (eg GCSE or Functional Skills Maths and English) if you have one. If not, we may ask you to complete a practical exercise as part of the recruitment process.
Written and spoken English to the standard required to communicate effectively with native English speakers and those who may be using English as an additional language.	Essential	
Experience		
Experience of cleaning or taking care of a building that is not your home.	Desirable	Please tell us about any relevant experience in the Experience section of the application form. We may ask you more if you are invited to an interview.
Experience of working independently, without direct supervision.	Desirable	
Skills and abilities		
Strong face to face communication skills, including the ability to effectively get across what you mean with people who may not be familiar with the situation in which they find themselves.	Essential	Please tell us about these skills in the Skills and abilities section of the application form. We may ask you more if you are invited to an interview.
Good attention to detail, so that you notice the little things that need doing as well as the main tasks.	Essential	
Personal qualities		
Proactive and self-motivated approach so that you can work without direct supervision and use your initiative to see what needs doing next, then get on and do it.	Essential	These qualities will be assessed at interview, but you are welcome to express them in the Personal statement section of the application form.
Warm & friendly approach.	Essential	
Ability to remain calm under pressure, including when dealing with people whose behaviour may be unreasonable.	Essential	
Willingness to uphold the Quaker values of peace, equality, truth and sustainability in your work.	Essential	
Enthusiasm for the role.	Desirable	

Recruitment process

- Please use our official application form, which can be found on our website at www.meetinghousemanchester.co.uk/jobs. If you have any difficulty downloading or opening the form, you can also request a copy by emailing mary@manchesterquakers.org.uk.
- Application forms will be split so that your personal information is stored separately from the details you provide of how you meet the requirements for the role. This is to help minimise the impact of unconscious bias on our selection procedure. The selection panel will be provided with the candidates' personal details after they have chosen who to interview.
- The equalities monitoring section of the application form will be separated as soon as your form is received. It will never be reconnected with the rest of your application and will only be analysed to help us understand how well we are doing at reaching a diverse range of potential employees.
- We do not mind if you use an artificial intelligence (AI) tool to check and improve the way that you answer the questions in the application form. However, it is **not** acceptable to use AI to answer the questions for you and everything on the form must be true.
- **Completed application forms must be submitted, in an editable word document format, to Mary Atkinson on mary@manchesterquakers.org.uk by 9am on Tuesday 6 May.**
- We will acknowledge receipt of all applications so if you do not receive an acknowledgement email by the morning of Wednesday 7 May, please call us on 0161 834 5797.
- Interviews are provisionally scheduled for Friday 16 May, at South Manchester Meeting House, but please note that this may change.
- We will let ALL candidates know the outcome of their application.

If, due to a disability or other difference, the process described above presents a particular barrier for you and you would like us to consider a different way for you to apply for this position, please contact Mary Atkinson on mary@manchesterquakers.org.uk or 0161 834 5797. Mary works part time, usually Tuesday to Thursday.

If you would like to have an informal chat about the role, please contact Jo Wright on salecaretaker@manchesterquakers.org.uk or 07392 199562. Jo is the caretaker at our Sale Meeting House so does a similar job and knows South Manchester Meeting House well. Jo works part time with no fixed pattern to her working days.