

Management Officer

3 years

Purpose

The management of the Young Friends Co-ordinator and the YFGM office involves significant responsibilities for YFGM. The Management Officer is the direct link between the legal responsibility that the YFGM trustees take on and the day-to-day management of the co-ordinator and the office.

Duties

Being the member of Management Group taking particular notice of legal issues relating to employment, both following up on questions that may arise and keeping an eye out for changes Management Group should be aware of. This includes responsibility for the database and data protection.

The Management Officer would normally be expected to prepare the agenda for Management Group meetings, take notes of decisions made at the meetings and then circulate the notes. The Management Officer will hold the master copy of the Management Group collective memory and keep it up to date.

Skills required

An awareness of the world of work – management experience not essential but good to have experience of being managed.

Time commitment

1-2 hours per week.

Management Group phonecalls once a month.

Attendance of YFGM, Planning Weekends and employee appraisal and recruitment.

More work at times of recruitment, appraisal etc.

Being an Officer of Young Friends General Meeting

Purpose

Part of a team of about ten officers who are legally and financially responsible for YFGM (Trustees).

Duties

To maintain interest in and awareness of the work of all officers and to form a supportive network. Equally to support the administrator.

To try and be aware of the variety of opinions and concerns within General Meeting, and to try to foster the expression of these within General Meeting. To share insights with others.

To report to YFGM via Young Quaker or a report at General Meeting on important parts of the work.

Door keeping of the Meeting House at YFGMs.

Skills required

An understanding of the legal issues associated with running YFGM as a whole or a willingness to learn.

Time commitment

To attend all Planning Weekends and YFGMs and any additional meetings that the Officers deem that they need.

Probably less than an hour a week staying in contact with the other Officers and the committees that they oversee.

Management Group

Purpose

Young Friends General Meeting as a whole employs the co-ordinator and all members should feel responsible for the well-being of our employee, but the day-to-day management of the co-ordinator is entrusted to a small management group.

Duties

Clarifies long-term aims and objectives of the post. Acts as a consultant to the employee. Monitors the fit of the job description of the co-ordinator with reality in terms of the workload and priorities, and prioritises work where necessary. Is responsible for ensuring that General Meeting remain ethical employers. Keeps in regular contact with the Support Group. Acts as a 'clearing-house' for requests for the co-ordinator to take on new pieces of work. Continues to ensure that the smooth running of General Meeting remains in the hands of the largest possible number of people.

Skills required

Is receptive to any concerns, suggestions and complaints that members of General Meeting have regarding the work of the co-ordinator. All of these should be directed to the Management Group in the first instance.

Time commitment

Meets on a regular basis (at each planning weekend, but more often when appointing a new employee). Is in regular contact with the employee and meets them at least once a year apart from at YFGM.