



## THE RELIGIOUS SOCIETY OF FRIENDS (Quakers) IN BRITAIN

### THE SOUTHERN MARCHES AREA QUAKER MEETING

### CYFARFOD CRYNWYR RHANBARTH Y GORORAU DEHEUOL

Registered charity number: 1134528

*The Governing Document says, 'The object of Southern Marches Area Quaker Meeting is the furtherance of the general religious and charitable purposes of the Religious Society of Friends (Quakers) in Britain in the area of Southern Marches Area Quaker Meeting and beyond.'*

*Quaker faith and practice (5th Edition - London, 2013) is the current Book of Christian Discipline of the Yearly Meeting of the Religious Society of Friends (Quakers) in Britain and contains guidance on the right ordering of Britain Yearly Meeting of which Southern Marches Area Meeting is a constituent part.*

It strengthens our witness as a religious society and encourages us in our living of the testimonies. It inspires us to action, corporately in our meetings or individually and in groups. It searches our spiritual depths and refreshes our spiritual life as individuals and corporately. It reinforces the sense of community in our meetings QF&P 6.01

*Our Governing Document refers directly to it for guidance and the way that we work. (See also <http://qfp.quaker.org.uk/> for an interactive version of Qf&P).*

Throughout this document the abbreviations; Area Meeting, AM and SMAQM refer to Southern Marches Area Quaker Meeting; BYM and YM refer to Britain Yearly Meeting and QF&P refers to Quaker Faith & Practice

The purpose of this document is to help SMAQM Nominations Committee with their discernment and to describe to Friends who are approached with regard to this role the extent of the role and the demands that it will place on anyone who is appointed.

### **Job Description: List Editor**

#### 1. List of main responsibilities:

- Maintenance of the [smquakers.org.uk](http://smquakers.org.uk) email forwarding system.
- Liaising with the Membership Clerk on the production of the List of Friends
- Preparing print-ready copy of List for the printers.

2. Administrative tasks involved (e.g. preparation, reports, arranging meetings, records):
- Interacting with the online database.
  - Creating new addresses, deleting old ones.
  - Ensuring that new forwarding addresses are added to the database and that the List of Friends reflects those with AM email addresses.
  - Responding to queries regarding email addresses etc.
  - Creating layout for List of Friends booklet based on data supplied by Membership Clerk.
  - Maintaining a list of errors and amendments for inclusion in the next print.
  - Ensuring that the hosting fees are paid - currently paid by a previous role holder.

3. Frequency, location and types of meetings involved:
- All tasks performed remotely via Web interface and Home computer.
  - Occasional attendance at Area Meeting required.

4. Approximate monthly time commitment:
- Email system - approximately 30 minutes per week
  - Preparation of List of Friends - 20 hours in total towards end of year

5. Legal requirements, if any, relating to post:
- Data Protection Legislation

6. Trienniums expected (and progression):
- One, but probably to be extended by agreement - due to the particular nature of skills required for the role.

7. Training needed to start, and ongoing:
- Training in the use of the Online email database and page layout.
  - Support manual being prepared (Jan 2017)

### **Personal Qualities and abilities**

8. Personal qualities and skills needed:
- Diligence, attention to detail, an ability to work alone.

9. Technical, computer use or administrative skills needed:
- Computer skills essential - database, word processing.
  - Knowledge of Word, Pages and PDF creation and email management.

10. Experience needed, or desirable:
- Training should be given by outgoing role-holder

11. Is membership required?
- No

12. Knowledge of Quaker Business Method required?
- Due to the solitary nature of the work, no.

## **Support in place for the post holder after appointment**

### 13. Sources of support (including identified 'mentor/s'):

- Local – Membership Clerk, Area Meeting Clerk and Assistant Clerk, LQM Clerks
- Others in the AM who have held the role have offered support in the past - Kit Byatt, Martin Williams, Hannah James, Chris Robertson.
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### 14. Quaker Faith and Practice references:

- Membership 4.12, 4.47 11.44, 11.45, 11.46,

### 15. Other helpful sources of information and guidance:

- Friends House List and Data Protection advisers - Quakers in Britain Data Safety Group [datasafety@quaker.org.uk](mailto:datasafety@quaker.org.uk)

### 16. Help with expenses:

- By request, to the Area Meeting Treasurer

## **Comments and helpful information (e.g. from previous post holder)**

**Date: 20.04.2017**