



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/Role Description: A.M. Website Editor

1. List of main responsibilities:

- Maintenance of the smquakers.org.uk website.
- Ensuring that the site WordPress software is kept updated and backed up.

2. Administrative tasks involved (e.g. preparation, reports, arranging meetings, records):

- Receiving requests from Local Meetings regarding events and adding them to the site Calendar.
- Creating new pages etc. as required by LMs and AM.
- Ensuring that the hosting fees are paid - currently paid by a previous role holder.

3. Frequency, location and types of meetings involved: <ul style="list-style-type: none"> Occasional attendance at AM
4. Approximate monthly time commitment: <ul style="list-style-type: none"> One hour per month
5. Legal requirements, if any, relating to post: <ul style="list-style-type: none"> Knowledge of Cookie Law requirements
6. Trienniums expected (and progression): <ul style="list-style-type: none"> One, but may ongoing role may be requested due to experience needed.
7. Training needed to start, and ongoing: <ul style="list-style-type: none"> Knowledge of the WordPress software. Support manual being prepared (Jan 2017)
Personal Qualities and abilities
8. Personal qualities and skills needed: <ul style="list-style-type: none"> Ability to work alone.
9. Technical, computer use or administrative skills needed: <ul style="list-style-type: none"> Knowledge of WordPress software and FTP client software.
10. Experience needed, or desirable: <ul style="list-style-type: none"> Previous website design, construction and IT support - the role holder is generally seen by AM as the 'AM IT person'.
11. Is membership required? <ul style="list-style-type: none"> No
12. Knowledge of Quaker Business Method required? <ul style="list-style-type: none"> No
Support in place for the post holder after appointment
13. Sources of support (including identified 'mentor/s'): <ul style="list-style-type: none"> Previous role holders - Kit Byatt, Martin Williams, Hannah James, Chris Robertson
14. Quaker Faith and Practice references: <ul style="list-style-type: none"> None
15. Other helpful sources of information and guidance: <ul style="list-style-type: none"> Recording Clerk's Office at Friends House
16. Help with expenses: <ul style="list-style-type: none"> AM Treasurer, by request

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

Date: 20.04.17