

Centre for Postgraduate Quaker Studies: Project Development Officer

Job Description and Person Specification

This is a 3-year fixed term appointment, beginning January 2011.

Purpose of post: To develop the work and broaden the reach of CPQS.

Accountability: The post-holder will report to the Programme Leader for CPQS, (Professor) Ben Pink Dandelion. However, it is also anticipated that some of the work will be delivered within the framework of the on and off-site teaching programmes, which are managed by the On and Off-Site Programme Leaders.

Responsibilities:

- Promote wider dissemination of research outcomes. Work with the CPQS Programme Leader to identify research which is suitable for dissemination to other audiences, including Quaker and non-Quaker, academic, professional and general. Work with researchers to prepare their material for such dissemination (via publication in print or electronically, teaching, seminars, etc). This may include editing written material and preparing for electronic or print publication, and/or supporting individuals in presentation skills, etc.
- Devise and organise a range of activities, e.g. interdisciplinary academic seminars, to be run under aegis of CPQS
- Promote wider awareness of the Centre and its scholarship
- Assist in developing a proposed international academic Quaker Studies website
- Work as a member of the Programmes Team to ensure that good connections are made between academic research and the wider general teaching programmes
- Subject to possessing relevant qualification and to being recognised by the University of Birmingham, undertake supervision and/or contribute to teaching within CPQS, and/or teach courses in wider Woodbrooke programmes as appropriate
- Take a share of whole-team tasks such as team meetings, curriculum development, etc.
- Promote and communicate Woodbrooke's purposes to Friends and others
- Undertake other appropriate tasks as may be requested by the Director or Head of Education from time to time

Person specification:

	Essential	Desirable
Education and qualifications	Degree level education	Masters or doctoral degree (or may suit someone working towards one) Teaching qualification

Skills and experience	Excellent knowledge of British and world Quakerism Writing, editing and publication processes Education design	Experience of higher education teaching or administration Experience of working with adult students/researchers Experience of e-learning, electronic publishing, non-technical aspects of website design
Attributes	Ability to communicate well with academic community and to work across academic disciplines Able to communicate with non-specialist audiences Entrepreneurial Practical and efficient organisational skills Able to work independently without daily supervision Able to collaborate as part of a team	
Other	Eligible to work in UK Able to undertake a flexible work pattern (including some weekends, evenings and long days during courses) Able to travel to varied locations	

Remuneration and benefits: The salary offered is on the Woodbrooke 'Lecturer' A1 scale, which is currently £26,589 p.a. This will equate to an actual salary of £13,295.50 for this half time post.

You are entitled to join a pension scheme. Woodbrooke makes an employer's contribution of 6% of salary to the Pensions Trust pension scheme, or to an employee's own personal pension. Employees make a contribution of at least 3%.

Full-time staff are entitled to 33 days' annual leave with pay in each holiday year, including paid statutory holidays. The pro rata entitlement for this half-time position is 16.5 days.

Woodbrooke offers an extremely pleasant working environment, subsidised

staff meals or free meals from a limited menu, and opportunities for further training and development as appropriate.

Working time and location: This is a half-time post equivalent to 17.5 hours per week (excluding breaks), to be worked at times to suit the needs of the job. Since the bulk of Woodbrooke's Quaker teaching takes place at weekends, a proportion of weekend and evening working is likely to be involved, for which time off in lieu is given.

It is a principle of the Programmes Team that all tutors should be available to deliver courses both on and off site, although for this role most of the work will take place at Woodbrooke.

Applications: Please use the Woodbrooke application form and return it electronically to helen.rowlands@woodbrooke.org.uk Please enter 'Confidential application CPQS' in the subject line.

Closing date: noon, Wednesday August 25th 2010

Interviews: Tuesday September 7th 2010