

## Tutor – Faith in Action

### Job Description and Person Specification

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

**Purpose of post:** To contribute to Woodbrooke's overall purposes by teaching aspects of Quaker testimony and witness across the range of programmes, so as to strengthen Friends and others in their own lives and develop their understanding of Quakerism.

**Accountability:** The post-holder will report to one of the Senior Programme Leaders.

#### Responsibilities:

- Develop and deliver a proportion of the current Quaker curriculum, with particular reference to testimony, witness in the world and practical theology. Play a key role in developing teaching in ways appropriate to the needs of Friends in Britain Yearly Meeting and of interest to Friends worldwide.
- Teach courses in on-site and off-site programmes as appropriate
- Work with the Good Lives Project Leader to develop the next stages of the project. This will include delivering a share of the teaching, largely off site but also at Woodbrooke, and a particular focus on broadening the project's reach, including non-Quaker audiences
- Nurture Associate Tutors working in the general field of witness in the world, as indicated above
- Co-ordinate Woodbrooke's involvement with Friends' School Tokyo's annual George Fox Tour, and contribute to teaching while they are with us
- 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<br>Teaching or training qualification | Study in a relevant field, e.g. practical/applied theology, environment/sustainability, peace, social studies, etc. |

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|-------------------------------------|---|---|
| <p><b>Skills and experience</b></p> | <p>Excellent knowledge and understanding of British Quakerism including local and national levels</p> <p>Experienced teacher/trainer in formal or informal adult , community, further or higher education (experience in school teaching with evidence of other relevant work with adults may be considered)</p> <p>Curriculum and course development</p> <p>Practical engagement in sustainability work and/or environmental activism</p> <p>Practical engagement in one or more other areas of work for peace and justice, social activism, or campaigning</p> <p>Highly developed communication skills, using a variety of media</p> | <p>In membership or regular attender of Religious Society of Friends</p> <p>Experience of e-learning design/delivery</p> <p>Experience of working with young people (teens)</p> |
| <p><b>Attributes</b></p>            | <p>Collaborative team worker, also capable of working independently</p> <p>Entrepreneurial</p> <p>Networking and building partnerships</p>  |   |
| <p><b>Other</b></p>                 | <p>Eligible to work in UK</p> <p>Able to undertake a flexible work pattern (including some weekends, evenings and long days during courses)</p> <p>Able to travel to course locations around Britain (and occasionally beyond)</p>  |   |

**Remuneration and benefits:** The salary offered is on the Woodbrooke 'Lecturer' A1 scale, which is currently £26,589 p.a.

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.

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 full-time post equivalent to 35 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.

The post is based in Woodbrooke. It is a principle of the Programmes Team that all tutors should be available to deliver courses both on and off site, as required; this post will have a significant proportion of off-site teaching.

**Applications:** Please use the Woodbrooke application form and return it electronically to [helen.rowlands@woodbrooke.org.uk](mailto:helen.rowlands@woodbrooke.org.uk) Please enter 'Confidential application FiA' in the subject line.

Closing date: noon, Wednesday August 25<sup>th</sup> 2010  
Interviews: Monday September 6<sup>th</sup> 2010