

Tutor – Nurturing Friends and Meetings

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 faith and practice across the range of programmes, so as to strengthen individuals and meetings.

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

Responsibilities:

- Develop and deliver a proportion of the current Quaker curriculum. 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, and in interpreting Quakers to others.
- Oversee the new 'Friendly Introductions' series of courses
- Co-ordinate ongoing provision in relation to the Becoming Friends project, including the online element and training/support for Associate Tutors offering Companions' training
- Co-ordinate parts of Woodbrooke's training provision for role holders, including some or all of eldership and oversight, clerkship, trusteeship and non-Quaker employees in Quaker organisations, depending on post-holder's interest and experience
- Teach courses in on-site and off-site programmes as appropriate
- Nurture Associate Tutors working in the general field of Quaker studies, particularly those aspects mentioned above
- 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 Teaching or training qualification	Study of relevant subject, e.g. theology, history, or sociology of religion

Skills and experience	<p>Excellent knowledge and understanding of British Quakerism including local and national levels, and some knowledge of world Quakerism</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>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>
Attributes	<p>Collaborative team worker, also capable of working independently</p> <p>Entrepreneurial</p> <p>Networking and building partnerships</p>	
Other	<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.

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

Closing date: noon, Wednesday August 25th 2010
Interviews: Tuesday September 14th 2010