

Woodbrooke Quaker Study Centre

Faith in Action Tutor Job Description and Person Specification

Who are we looking for?

We are looking for an experienced facilitator to work alongside our current Faith in Action programmes coordinator and contribute to the learning we offer Friends in relation to Quaker witness in the world.

Job Title: Faith in Action Tutor
Date: April 2019
Accountable to: Senior Programme Leader

Role summary

To coordinate and deliver aspects of Woodbrooke's learning programme in particular to provide training for those undertaking work in peacebuilding organisations which is delivered together with, and on behalf of, our partner organisation Quaker Peace and Social Witness.

Responsibilities

Strategic development/management

- Contribute to the strategic development of Woodbrooke's learning programmes as appropriate.
- Lead in relation to developing teaching in relation to the provision of training for those undertaking work in peacebuilding organisations.
- Liaise with partner organisations, particularly staff and committees of Britain Yearly Meeting, in relation to the development and delivery of training for those working in peacebuilding organisations.

Teaching and Facilitation

- To design and deliver pre-placement training and preparation for those working on behalf of Quaker Peace and Social Witness and other Quaker organisations (QUNO and QCEA) in peacebuilding organisations in the United Kingdom and Europe.
- To design and deliver training and support for those serving as Ecumenical Accompaniers as part of the Ecumenical Accompaniment Programme in Palestine and Israel, a programme of the World Council of Churches which is managed in the United Kingdom and Ireland by Quakers in Britain
- To provide opportunities for reflection and learning about Quaker peacework as part of the training and preparation for these roles.
- To provide opportunities for reflection and support for those undertaking such roles, during and following their placements.
- To design and deliver learning opportunities for Friends and meetings as appropriate to role and experience, particularly in relation to peace and justice issues.

Communications

- Make effective use of IT and digital media in providing and promoting Woodbrooke's learning.
- Work with other staff to devise promotional strategies for work within your area of responsibility.
- Promote and communicate Woodbrooke's purposes to Friends and others.

Operational

- Liaise with other teams to ensure smooth operational processes for courses in the area of the Woodbrooke programme for which you have responsibility.

Departmental

- Take a share of whole-team tasks such as team meetings, curriculum and programme development, course liaison as appropriate to role and working time.
- Undertake other appropriate tasks as may be requested from time to time by the Head of Learning or Director.

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Person Specification

Qualifications:

Desirable

- Degree level education.
- Teaching or training qualification.
- Study of relevant subject, e.g. peace studies, conflict resolution, community studies, etc.

Skills and Attributes:

Essential

- Experienced educator/facilitator in formal or informal adult, community, further or higher education.
- Experience of and commitment to peacebuilding and nonviolent conflict resolution.
- Capacity to develop curricula, courses and programmes.
- Confident IT user.
- Knowledge and understanding of British Quakerism, together with some knowledge of world Quakerism
- Sympathy with Quaker values, faith and practice.
- Excellent interpersonal skills with an adaptable communication style.
- Collaborative team worker, also capable of working independently.

Desirable

- Knowledge and understanding of the current situation in Israel and occupied Palestine
- Capacity to build partnerships and develop networks.
- Experience of ecumenical and/or interfaith work.
- Experience of e-learning design or delivery.
- Capacity to use different forms of media to convey information and to engage others.
- Member or regular attender of a Quaker meeting.

Other

- Eligible to work in the UK. We regret that we are unable to apply on a candidate's behalf for a UK permit to work in this role.
- Willing and able to undertake a flexible work pattern (including some weekends, evenings and long days during courses for which time off in lieu is given).
- Willing and able to travel to course locations around Britain and occasionally beyond.

Working time and location

- This is a part-time post equivalent to an average of 14 hours per week (excluding breaks), to be worked at times to suit the needs of the job it will include weekend and evening working.
- Location: flexible with regular travel to Birmingham and willingness and ability to deliver learning in a variety of locations as required.

Remuneration and benefits

Starting salary	£11,704 per annum, paid monthly (£29,553 pro rata)
Annual leave entitlement	13 days per annum (including bank holidays) (33 days pro rata)
Employer Pension contribution	6% if matched by employee contribution of 3% minimum
Free staff lunch and refreshments, and family and friends discounts	

Applications and closing dates

Closing date for applications: 12 noon, Monday 13th May.

Applications should be marked 'Confidential: Faith in Action Tutor' and sent by email to: Simon Best. Email address: simon.best@woodbrooke.org.uk

Receipt of all applications **will** be acknowledged. Shortlisted candidates will be contacted within **1 week** of the closing date.