

## **Woodbrooke Job Description**

Job Title:	Programme Development Manager
Hours of work:	35 (option to discuss less than 35 hours)
Contract	9 months fixed-term
Place of work:	Flexible
Reports to:	Head of Learning & Research
Responsible for:	None
Team/Department:	Learning & Research

### **About Woodbrooke**

Woodbrooke came into existence in 1903 and remains the largest provider of Quaker learning in Europe. We offer learning to Friends in Britain and beyond which aims to support the needs of individual Friends and Quaker communities. Our learning is open to, and welcomes, others who are interested in and drawn by the spiritual principles, practices and witness of the Religious Society of Friends.

### **Learning & Research Team**

The Team is responsible for initiating, planning and delivering the programmes of learning and research which are the core of Woodbrooke's charitable objectives. This includes running courses residentially, locally and regionally in Quaker communities and online. Woodbrooke also runs the Centre for Research in Quaker Studies which is the leading research centre into Quakerism in the world and provides research degrees (in partnership with the University of Birmingham) and online Postgraduate Certificate and an MA in partnership with Lancaster University.

Overseeing the team are the Head of Learning & Research and three Team Leaders. These four posts play a part in the strategic development of Woodbrooke's learning and research work. They have responsibility for coordinating the development, implementation and review of course programmes, for managing the team and for budget management. All are also involved in delivering courses.

Over the period of the current strategy (2020-2025) our learning and research will focus on four areas:

- A. Strengthening Quaker communities
- B. Deepening worship & spiritual lives
- C. Supporting witness in the world
- D. Rooting and renewing Quaker faith, practice and witness

### **Role purpose:**

To contribute to the effective implementation of Woodbrooke's learning and research strategy and the BYM & Woodbrooke integrated strategy for supporting Quaker communities.

To play a key role in the development of Woodbrooke's learning programme in response to the needs of Quakers and Quaker communities.

To ensure that the work is well managed, evaluated and understood in order to articulate what difference the work is making and prioritise how resources are used.

All aspects of the work will be embedded in Quaker testimony and practice; guided by the aspirations of Our Faith in the Future and underpinned by Woodbrooke's strategic priorities.

### **Key Accountabilities:**

The proportion of time allocated to each of these key accountabilities will be determined by organisational need and individual expertise and agreed as part of work planning and allocation of responsibilities.

## **1. Programme development**

- Coordinate the development of effective learning programmes in ways that understand and respond to the needs of Quakers and Quaker communities, in line with Woodbrooke's learning strategy and the BYM and Woodbrooke integrated strategy for supporting Quaker communities.
- With colleagues, help reshape other BYM and Woodbrooke work supporting Quaker communities, in order that it integrates with local development work as seamlessly as possible.
- Work with Quaker communities in order to understand how Quakerism is lived and experienced; explore the needs and aspirations of communities and identify both presenting and any underlying needs.
- Work with others to oversee the use of agreed monitoring and evaluation processes to enable BYM and Woodbrooke to report on and identify the impact of learning and research.
- Share learning and develop thinking with wider teams to continually develop Woodbrooke and Britain Yearly Meeting's work and its delivery.
- Work with others to identify patterns, trends and new developments arising from the work in order to review, refine and further develop services offered and to share good practice and learning.
- Help BYM and Woodbrooke to communicate the work effectively by identifying and writing up stories, collecting information and helping to build a culture where Quaker communities are willing and able to share their stories.
- Support effective relationships with partners, including working directly with partner organisations, particularly Britain Yearly Meeting.
- Contribute as appropriate to the development of Woodbrooke's operational plans, in particular learning and research implementation plans and major projects, to ensure these respond to local experience and needs, within the context of Woodbrooke's learning strategy and the integrated strategy for supporting Quaker communities.
- Contribute as appropriate to the development of BYM's operational plans, in particular the support for meetings programme and major projects, to ensure these respond to local experience and needs, within the context of BYM and Woodbrooke's integrated strategy for supporting Quaker communities.

## **2. Programme and team management**

- Work with the Head of Learning and Research and Team Leaders to ensure appropriate distribution of responsibilities between staff and volunteers.

- Support and nurture freelance staff and volunteers as appropriate and work with other team members on the provision of training for these groups.
- Work with the Head of Learning and Research and others to build and develop a strong and cohesive team whose work is well integrated with other BYM and Woodbrooke work.
- In co-ordination with other Woodbrooke and BYM staff facilitate regular team meetings and gatherings to review progress; solve problems; share best practice; give support, training and guidance; build a shared sense of purpose and team work; and prioritise and allocate resources effectively.

### **3. Other responsibilities**

- Develop and share own learning and experience.
- Remote and in person participation in regular team and organisational meetings across Woodbrooke and Britain Yearly Meeting.
- Active participation in supervision meetings and annual reviews/planning with line manager.
- Ensure that Woodbrooke's policies and procedures are followed at all times.
- As a member of the Learning and Research Team to take a share of whole team tasks as appropriate to the role.
- Undertake other tasks as appropriate to the role and as requested by the Head of Learning and Research or Director.

## **Person Specification**

### Programme Development Manger

#### **Qualifications, Knowledge and Experience**

##### ***Essential***

- Experience of delivering training and/or facilitation.
- Experience of working with volunteers and building teams
- Experience of leading the planning, delivery and management of projects.
- Knowledge of and sympathy with Quaker worship, practice and values.

##### ***Desirable***

- Experience of supporting the empowerment and development of community or faith group to foster community and share learning
- Experience of using a range of monitoring and evaluation approaches to measure effectiveness and develop best practice.
- Training, qualifications or experience in children, young peoples and families work, group and/or community work.
- Teaching or training qualification.
- Experience of volunteer management
- Knowledge, understanding and experience of Quaker structures, processes, and approaches – e.g. threshing meetings, meetings for clearness.

#### **Skills and Attributes**

##### ***Essential***

- Excellent verbal and written communication skills, including presentation skills.
- A good listener who is open to new ideas.
- Ability to develop and manage projects and programmes.
- A commitment to inclusivity with the ability to embed this in group and other working practices.
- Ability to develop effective and empowering working relationships with a wide range of individuals and in groups.
- Critical thinking and problem-solving skills.
- Ability to work proactively under own initiative and collaboratively as part of a team.
- Excellent IT skills with the ability to learn new software and applications quickly

##### ***Desirable***

- Experience of e-learning design or delivery.
- Capacity to build partnerships and develop networks.
- Experience in change management.
- Able to manage a budget.

#### **Specific requirements of the role**

- 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 locations around Britain.

### **Working time and location**

- Location: flexible with regular travel to Birmingham and other locations within the United Kingdom and occasionally beyond.
- 35 hours per week to be worked at times to suit the role, including some evening and weekend work; applications for less than 35 hours will also be considered.

### **Remuneration and benefits**

- Salary band 8 (£33,777 to £37,531 per annum), paid monthly.
- Annual leave entitlement 33 days per annum including statutory holidays.
- Employer Pension contribution of 6% if matched by employee contribution of 3% minimum.

### **Applications and closing dates**

- Closing date for applications: **Monday 25 January**
- Applications should be marked as 'Confidential' and sent by **email** to [simon.best@woodbrooke.org.uk](mailto:simon.best@woodbrooke.org.uk).
- Interviews: To be held week beginning 8 February.