



Supporting Quaker Communities Programme Coordinator

Job Pack

What is Woodbrooke?

Woodbrooke is an international Quaker learning and research organisation. We provide opportunities for learning, connection and worship rooted in the Quaker tradition, open to all. Our programmes enable people to deepen their understanding of the Quaker way, explore spirituality, support their communities and find inspiration to bring about change in the world.

Woodbrooke has progressed through significant change in the last few years. The majority of learning for both individuals and Quaker communities is now delivered online. In-person day and residential learning opportunities are offered in accessible locations around the UK. The trend towards regional in-person delivery, closer to where people and communities are is likely to continue, and to increase. We are working to ensure we continue to offer effective, high quality and relevant programmes while increasing the profile of Woodbrooke's Learning and Research amongst Friends and considering creative and agile new channels, content and audiences.

Woodbrooke is committed to expanding our programmes to better meet the needs of Friends in order to support the reinvigoration of Quakerism and to achieve our mission and founding charitable objectives.

Now is a great time to come and work with Woodbrooke Learning and Research!

The work of Woodbrooke's staff team

The staff team is responsible for planning, delivering and administering Woodbrooke's learning, worship and research offering. This includes:

- A programme of online courses and sessions with tailored resources and expert input.
- Woodbrooke Where You Are workshops for Quaker groups and communities both in person and online.
- Residential courses and day events, run from regional venues around the UK.
- Formal opportunities for study and research in all areas of Quaker Studies including degree programmes in partnership with the University of Birmingham provided through our Centre for Research in Quaker Studies. We also conduct our own projects and provide support to independent researchers.
- Online worship, which we offer several times per week, this is in partnership with Europe and Middle East Section of Friends World Committee for Consultation.

Most of our courses and sessions are led by our team of experienced and skilled volunteer and freelance Associate Tutors. They are supported by the staff team.

We work closely with staff and committees of Britain Yearly Meeting, the national umbrella organisation for Quaker meetings in Britain, and with Friends World Committee for Consultation (the body that brings Quakers together from around the world for fellowship and understanding). We also work with other national and international Quaker bodies and other organisations that share our values.

As a team, our work is guided by the following statement:

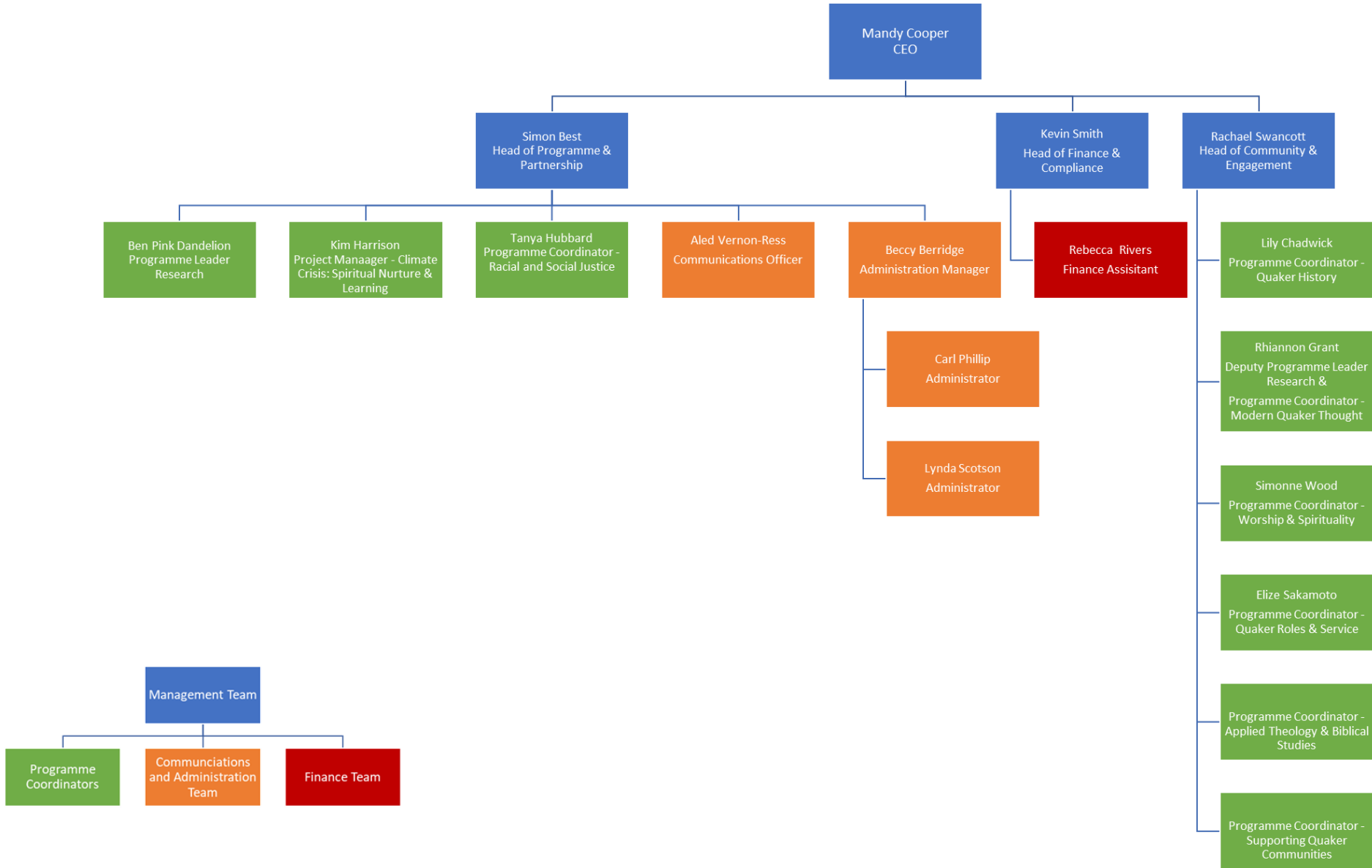
Led by the Spirit, our work flourishes when we hold each other in equal standing, see mistakes as opportunities for growth and are authentic, collaborative, trusting and care for each other and our work.

Our values

As a Quaker organisation, we try to live our values and run Woodbrooke in accordance with these:

- Woodbrooke is a LGBT+ affirming organisation.
- Woodbrooke is an accredited Living Wage Foundation employer. Trustees also carefully limit the pay ratio between our highest and lowest paid staff member.
- We avoid unjustifiable and unlawful discrimination in our employment practices and follow good employment practice, with clear and supportive line management.
- The climate crisis affects us all, as well as our climate crisis project we are also taking steps to become a more sustainable organisation.
- Woodbrooke's roots are in the liberal unprogrammed branch of Quakerism. Our tutors come from a range of backgrounds and faith practices but you'll generally find silence and theological diversity is an important part of our learning and worship.

The Woodbrooke Staff Team



WOODBROOKE

Web www.woodbrooke.org.uk

Email: learning@woodbrooke.org.uk

Registered Charity No: 313816

Job Description

Job Title: Programme Coordinator – Supporting Quaker Communities

Hours of work: 21 hours per week

Primary Place of work: Homebased

Reports to: Head of Community & Engagement

Responsible for: None

Contract: Permanent

Role purpose:

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

To develop, deliver and coordinate learning which strengthens individuals in their understanding and practice of Quakerism and develops inclusive Quaker faith communities whose values are active in the world.

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:

1. Delivery of learning (approximately 50% of time)

- Prepare and deliver learning and other activities as part of Woodbrooke's programmes relating to Supporting Quaker Communities
- In line with the strategy and as agreed with the Senior Management Team contribute to the delivery of Woodbrooke's research programmes.

2. Coordination and project management (approximately 30% of time)

- Oversee and coordinate learning relating to Supporting Quaker Communities offered as part of Woodbrooke's programmes,.
- Contribute as appropriate to the development of Woodbrooke's operational plans, in particular learning and research implementation plans and major projects.
- Contribute as appropriate to the planning of Woodbrooke's learning and research activity.
- Act as staff liaison for learning activities and events within Woodbrooke's programme including online, regional and residential events.
- Support and nurture freelance staff and volunteers and work with others on the provision of training for these groups.
- Support effective relationships with partners, including working directly with partner organisations, particularly staff and committees of Britain Yearly Meeting.
- Support the effective delivery of Woodbrooke's operational plans through taking a share of other responsibilities and tasks on an ongoing or short-term basis.
- Work with others to promote and effectively communicate Woodbrooke's learning and research work.
- 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.
- Use agreed monitoring and evaluation processes to record and report on the work to help BYM and Woodbrooke identify the difference the work is making.

- Make best use of Woodbrooke's resources by developing, applying and monitoring accurate budgets and forecasting income and expenditure as appropriate and relevant to the role.
- Working with others 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.

3. Research and Development (approximately 5% of time)

- Research and develop thinking in relation to learning content and processes in line with Woodbrooke's learning and research strategy and the BYM & Woodbrooke integrated strategy for supporting Quaker communities.
- Share thinking, learning and expertise with colleagues - particularly any new or specialist areas of focus.
- Develop and share own learning and experience.

4. Team & General Tasks (approximately 15% of time)

- Active participation in regular team and organisational meetings.
- Active participation in supervision meetings and annual reviews/planning with line manager.
- Ensure that Woodbrooke's policies and procedures are followed at all times
- Undertake other tasks as appropriate to the role and as requested by the CEO or other members of the Senior Management Team.

Person Specification

The following grid shows the qualities we are looking for, together with which part of the recruitment process will be used to assess these.

	Application	Task	Interview
Qualifications, Knowledge and Experience			
<i>Essential</i>			
Experience of delivering education/training/facilitation in formal or informal adult, community, further or higher education.	✓	✓	✓
Knowledge and understanding of and sympathy with Quaker worship, practice and values.	✓		✓
<i>Desirable</i>			
Degree level education.	✓		
Teaching or training qualification.	✓		
Training, qualifications or substantial experience in youth and/or community work.	✓		
Knowledge and understanding of Quaker structures, processes, discipline and culture.	✓	✓	✓
Experience of using Quaker processes and approaches – e.g. threshing meetings, meetings for clearness.	✓	✓	✓

Experience of developing, creating and/or curating written and digital resources.	✓		
Experience of working with volunteers and volunteer management.	✓	✓	✓
Skills and Attributes			
<i>Essential</i>			
Excellent verbal and written communication skills, including presentation and facilitation skills.		✓	✓
Ability to use different forms of media to convey information and to engage others.		✓	✓
Ability to develop curricula, courses and programmes	✓	✓	
Excellent IT skills with the ability to learn new software and applications quickly.	✓		
Excellent interpersonal skills and the ability to develop effective and empowering working relationships with a wide range of individuals and groups.	✓	✓	✓
Critical thinking and problem-solving skills.	✓	✓	✓
Ability to work proactively under own initiative and collaboratively as part of a team.	✓		✓
Ability to gather and record information effectively.	✓		
Ability to plan, organise and deliver work according to guidance and agreed standards.	✓	✓	✓
A commitment to inclusivity with the ability to embed this in working practices.	✓	✓	✓
<i>Desirable</i>			
Experience of e-learning design and/or delivery.	✓		✓
Ability to gather, manage and analyse information effectively, and to use that information creatively to develop new approaches.	✓	✓	✓
Capacity to build partnerships and develop networks.	✓		✓
Ability to work diplomatically with a diverse range of people and groups – being approachable and supportive but also challenging when required.	✓	✓	✓
A good listener who is open to new ideas.	✓	✓	
Ability to use a variety of group work and facilitation methods to help groups to explore challenges, test new ideas, identify actions and come up with solutions.	✓	✓	
Ability to support communities, groups and/or networks to foster community and share learning.	✓	✓	✓

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 course locations around Britain.

Remuneration and benefits

- Salary: £20,490 (£34,151 pro rata)
- Annual leave entitlement: 20 days per annum including public holidays (33 days pro rata).
- Employer Pension contribution of 6% if matched by employee contribution of 4% minimum.

How to Apply

Please complete an application form (available from www.woodbrooke.org.uk/jobs) and return together with a completed Equal Opportunities Monitoring Form, with the title of the role that you're applying for in the subject line of the email, to: jobs@woodbrooke.org.uk.

Closing date for Applications

5pm, Monday 4 November