# Example template for a job advert and recruitment advice

**Quaker Children’s Meeting Worker**

We are looking for someone with energy and a passion for children’s work. The role involves supporting a Sunday morning spiritually based children’s group with Quakers in xxxxtown. We want to grow our children’s work and require someone with vision to lead us into the next season. We would like to develop relationships with the local community.

Our key values for children's work are faith, fun and friends. Could you help our children, along with their wider families, grow in these areas? We are keen to integrate our children’s work with our adult group, focusing on our intergenerational work amongst Quakers and the wider community. Is this something that speaks to you? If so, drop us a line. We'd love to hear from you.

We welcome proposals from Quakers and non-Quakers, people of any faith or none. Whatever your background, we hope you will enjoy becoming part of our social community, learning and growing along with us.

For an informal discussion or application pack contact [name or email address]

#### In the application pack you could include

* Salary and number of hours
* The information from the advert plus further information about the Quakers [www.quaker.org.uk/about-quakers](http://www.quaker.org.uk/about-quakers)
* Suggested background information
* The job description and person specification

The Religious Society of Friends (Quakers) is a radical faith group with its roots in Christianity. It emerged in the mid-17th Century as a group with no separate priesthood and with a form of worship based in silence. Quakers have been committed to peace, equality, simplicity and integrity throughout history and are known for work to bring about social change over the years.

Add some information about your meeting

*This role involves leading a ‘children’s meeting’ at the Quaker meeting in xxxxx Town - on a Sunday morning during the time the adults hold a Meeting for Worship. The worker will lead a session every other Sunday, alongside a volunteer from the Quaker meeting. On the intervening Sundays, volunteers from the Quaker meeting will take the children’s meeting.*

*Currently the children attending our meeting range in age from babies to around 12 years, and in number from (occasionally) zero, through to 5 or 6 at times; averaging around three. It is not possible to reliably predict either ages or numbers, which means that flexibility of approach is essential.*

#### Application process

* Please submit a full CV and a covering letter, addressed to the Area Meeting Trustees, to: [Name, email address and/or phone number]
* In your covering letter, tell us why you would like the role, and itemise how you meet the person specification
* Email these by xxxxxx to meetinghouseclerk@xxxxx
* Initial interviews will take place on xxxxxxxxxx
* If successful at interview, two references will taken up, and an enhanced DBS check will be required.
* Before confirming the appointment, we will ask (and pay) you to run one or more trial sessions on Sunday mornings, especially so that we can ask the views of the children.
* If confirmed in post, we will make a contract with you for an initial 3 month’s probationary period.