



# Volunteering 2023

events for

## Children and Young People

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# Information about volunteering:

Being on a team at an event for children and young people gives you the chance to be part of a purposeful Quaker community, to develop your skills, to contribute to Quakers in Britain and to make a difference to their lives. If you've not done this before, don't worry - you will be offered support and training. You just need to be willing to get stuck in and help ensure participants are having a good time!

Travel expenses and accommodation costs for volunteers on all these events will be fully met.

If you would like to know more about volunteering then please do come along to our meet the team event on 7 December. This is a chance to meet the staff that are working on the event and to ask any questions you have about being a volunteer.

We are committed to a safer recruitment process. New volunteers will need to have an interview before their place on the team is confirmed. The interview is an opportunity for the staff member and volunteer to get to know each other, you'll have an opportunity to ask questions about the opportunity. It will also provide space to explore the role and responsibilities that you will have on the team. It also includes some value based interview questions to enable us to get to know you and for you to engage with the role.

All volunteers will need to have an enhanced criminal records disclosure, those on residential events or where supervising children going to the toilet, will need to also be checked against 'statutory barred lists'. Details of how to obtain this will be sent to all who are invited to volunteer.

The aim when recruiting is to have a team who together will offer a blend of experience and skills. Telephone interviews (hopefully via Skype if this is possible) will take place with new volunteers who are invited to join event teams. It is possible that not every offer of service will be taken up. Invitations to join the event volunteer teams will be sent out on a date specified when volunteering and it is requested that volunteers keep the dates they have offered, free until this time.

As a team member working with children and young people, our intention is to be clear about what is expected of you in your role, how you are in the way you relate to others and your approaches to working with children and/or young people. You can read more about these expectations on page 5, Volunteer expectations.

# Summary of events

**P3**

## **QPSW Faith in action gathering** provisions for 0-11s

Staff contact: Ailish Carroll-Brentnall (ailishc@quaker.org.uk)

Held in February in Central Leeds, this event is for Quakers and the Quaker curious involved in action for social change, to learn, connect and be nourished. There will be provision for 0-11s to make this day as accessible as possible for families. Team members will need to be available for the following dates:

- Online planning meetings over two evenings in January at a time that suits those interested
- Saturday 11 February



## **Family Weekend Exploring Climate Conversations with Woodbrooke**

Staff contact: Mel Cook (melc@quaker.org.uk)

Held in February at Woodbrooke, this event is to enable and encourage spiritually grounded explorations, where different ages can connect with nature and explore their feelings in relation to the climate crisis together. We are looking for volunteers to run the crèche for 0-4s and pastoral care for families and team members:

Online planning meeting at a time that suits those interested.

- Afternoon of Friday 17 to Sunday 19 February.

## **Junior Yearly Meeting** a residential event for 15 to 18 year olds

Staff contact: Paul Tilley (pault@quaker.org.uk)

Held in April at the Frontier Centre near Northampton. It provides a programme designed by the Arrangements Committee (young people appointed after JYM in 2022) that explores topics being considered by Yearly Meeting in 2023. Team members will need to be available for the following dates:

- Adult volunteer weekend: 3 February to 5 February, Derbyshire.
- Team day: Saturday 11 March at Felden Lodge, Hemel Hempstead.
- Pairs check in: evening of Thursday 23 March, online.
- Event: Friday 31 March, to Tuesday 4 April, Frontier Centre, Northamptonshire.

# Yearly Meeting at Friends House

The remaining events happen as a part of Yearly Meeting, all team members need to be available for Yearly Meeting, from 28 April to 1 May at Friends House.

## **Children's Programme** non-residential, for 0 to 11 year olds, at Yearly Meeting

Staff contact: Mel Cook (melc@quaker.org.uk)

Up to four age groups offering programs to children that link with the Yearly Meeting topics. These take place on the morning and afternoons of Saturday, Sunday and Monday. Volunteers need to be available for all these sessions. There is an additional session on the Saturday evening (during the Yearly Meeting Swarthmore Lecture) that team members can offer to be involved with.

Volunteers will be accommodated in a nearby hotel. Alongside Yearly Meeting, Team members will need to be available for the following dates:

- Adult Volunteer weekend: 18-19 March at Felden Lodge, Hemel Hempstead.

Additionally up to four Key Facilitators are needed to facilitate these age groups.

- Key Facilitators only (in addition to YM and planning): 15 April planning meeting online

## **Young People's Programme** residential for 11 to 15 year olds, alongside Yearly Meeting.

Staff contact: Jude Acton (judea@quaker.org.uk)

Held at Felden Lodge, in Hemel Hempstead. It provides a programme designed by the Arrangements Committee (young people appointed at YPP in 2022). It offers young people the chance to explore the Yearly Meeting topics in age appropriate ways and YM speakers will be invited to be part of the programme. Alongside Yearly Meeting, Team members will need to be available for the following dates:

- Planning weekend: 17-19 March, at Felden Lodge, Hemel Hempstead
- Key Facilitator only (in addition to YM and planning): 15 April planning meeting, Online

## **Accompanying** non-residential for 15 to 18s as a part of Yearly Meeting.

Staff contact: Paul Tilley (pault@quaker.org.uk)

This is an opportunity for young people to attend Yearly Meeting in Friends House, independent of a formal programme, with the support of a team of adult volunteers. It offers reflection on Yearly Meeting Sessions and community activities to support participation and engagement. Alongside Yearly Meeting, Team members will need to be available for the following dates:

- Coordinating group (under 23s only), Saturday 18 March, online.
- Team planning day: Saturday 15 April, online.





# Dates for diaries

**January:** Date tba - Faith in action gathering QPSW, Online planning

January: Date tbA - Climate conversations with Woodbrooke, online Planning

**February** 3 to 5: JYM - Adult volunteer weekend, Derbyshire

February 11: Faith in action gathering QPSW Event, Leeds

February 17-19: Climate conversations, event, Birmingham

**March 11:** Junior Yearly Meeting, Team Day, London

March 17 to 19: Young Peoples Programme, team weekend, Hemel Hempstead

March 18: Accompanying Coordinating group (under 23s only), online

March 18 to 19: Children's Programme, team weekend, Hemel Hempstead

March 23 (evening): Junior Yearly Meeting, pairs check in, online

March 31: Junior Yearly Meeting, preparation time, Northamptonshire

**April** 1 to 4: Junior Yearly meeting, Frontier Centre, Northamptonshire

April 15: Key facilitators for Childrens programme, online planning

April 15: Accompanying team, online planning

28 April to 1 **May:** Childrens programme - Friends house, London

28 April to 1 May: Young Peoples Programme, Hemel Hempstead

28 April to 1 May: Accompanying - Friends house, London

Children and young people's programme volunteers are asked to:

## In their role

- Understand their responsibilities and can work within the agreed procedures and protocols.
  - Work effectively with others and are willing to undertake training or update knowledge as required.
  - Understand the need for confidentiality as well as the need to share information respectfully and as necessary within the agreed communication structure of the team.
  - Promptly, report any breach of these expectations or any safeguarding disclosures, concerns, allegations and suspicions to the Safeguarding coordinator.
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## In their relationships

- Treat all equally and act with fairness, respect, dignity and integrity.
  - Demonstrate empathy and put the needs of the child / young person before their own.
  - Act as a role model being aware of the impact they may have on others.
  - Establish safe, trusting relationships with children and young people.
  - Build relationships with children or young people who exhibit difficult behaviour by understanding the causes of and appropriate responses to such behaviour.
  - Maintain professional boundaries with children, young people and their carers.
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## In their methods

- Be open, transparent and non-judgemental. Have proper regard for each individual's interests, rights, safety and welfare.
  - Listen carefully to those they are supporting.
  - Challenge appropriately situations where action is not being taken.
  - Recognise when they need support and seek it appropriately.
  - Recognise personal feelings about a situation and deal with them effectively.
  - Work in an open environment – avoid private or unobserved situations.
  - Are aware of their power and responsibility for the welfare of the children and young people.
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## In their work

- Attend planning and preparation meetings and the actual groups, at the agreed times.
  - Attend agreed team meetings, complete all preparation and return forms within stated times.
  - Request help and resources as needed but in time for this help to be forthcoming.
  - Ensure they have enough rest and refreshment to be able to meet responsibilities.
  - Note that when in loco parentis and during online sessions consuming alcohol or illegal substances is not acceptable. Smoking in the presence of children / young people is not acceptable.
  - Recognise that engaging in any behaviour which might allow a sexual and/or intimate relation to develop with someone they are responsible for in this position of trust is unacceptable.
  - Remember they are role models and keep to community agreements set for the event.
  - Abide by the BYM policies, procedures and guidance and be accountable to the BYM staff responsible for the event.
  - Recognise that if these expectations are not upheld, volunteers may not be able to continue with the role as agreed.
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## BYM Staff will in addition to the above:

- Build supportive relationship with volunteers.
- Offer training and guidance on policies and procedures.
- Provide support with planning, facilitation and resources as required.
- Ensure prompt payment of expenses and provide accommodation and food as appropriate.
- Follow the process for handling for comments, suggestions and complaints.
- Provide adequate insurance and conditions that meet health and safety requirements.
- Recruit volunteers within the BYM recruitment and safeguarding policies.

YOU ARE INVITED TO



# *Meet the staff teams for*

**Children and Young People's events 2023**

**7 December 2023**

**7:30pm to 8:30pm**

**On zoom - RSVP at**

**[bymevents@quaker.org.uk](mailto:bymevents@quaker.org.uk)**

**Ask questions**

**Meet the staff**

**Find out more!**



## Day

Provisions for 0 – 11

### Overview of event

The Faith in Action team are holding a gathering in Central Leeds for Quakers and the Quaker-curious involved in action for social change.

Over the day on Saturday 11 February we will create spaces where people who are taking action can learn, connect and be nourished.

A crèche for 0 – 5's and activities for 6-11 year-olds will be provided to make this day as accessible as possible for families.

Outside of the programme time the accompanying adults will take responsibility for the children.

Some joint planning will take place with the team working with the adults but the programmes will run separately.

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### Adult volunteer role

This is key to the effective running of the programme and includes the following:

**Programme development:** The volunteer team will help to develop and deliver a simple and fun programme for 0 – 11s who participate in the event.

**Relationships:** Volunteers should strive to be confident, relaxed, a reassuring presence and able to relate well to the ages they are working with and their parents.

**Support:** Volunteers should work in ways that enable children to participate in meaningful creative, fun activities giving the opportunity to learn, reflect and develop spiritually and as individuals.

**Responsibility:** Volunteers will abide by Meeting Safety guidelines and Quakers in Britain's safeguarding policies. Volunteers will be responsible for the children during session times (4 sessions of approximately 60 minutes duration each).

**Facilitation:** The volunteers will share responsibility for planning and running sessions.

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### Team

**Quaker Peace and Social Witness staff link:** Ailish Carroll-Brentnall, Lyndsay Burtonshaw.

**Volunteers:** 2 volunteers for the crèche (ages 0 - 5) and 2 volunteers for children (ages 6-11)

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### Commitment required

**Planning meeting:** Two planning meetings over Zoom over two evenings in January at a time that suits those interested.

**Event:** The full day on Saturday 11 of February

All expenses, including travel and accommodation, are covered and funds are available for programme resources.

**NB these programmes are run by** volunteers who will be responsible to QPSW staff for this service.



# Family Weekend

## Exploring Climate Conversations

P9

Crèche Provisions for 0-4

### Overview of event

Woodbrooke and BYM working in partnership, are offering a weekend to enable & encourage spiritually grounded explorations about the climate crisis that build resilience and foster honest communication in families and across generations. Over the weekend we will create spaces where families and different ages can connect with nature and explore their feelings and responses to climate crisis together.

The event will be organized in an intergenerational manner with adults and children working alongside one another. Sometimes the group will be divide along age lines. A crèche for 0 - 4 year-olds will be provided as needed to make this weekend as accessible as possible for families.

All children and young people will be attending this event with a responsible adult, either a parent or other family member. Taking responsibility for the children outside of programme time. They will be encouraged to share with their children what they have been doing. Some joint planning will take place with the team working with the adults but the programmes will run separately.

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**Adult volunteer role** This is key to the effective running of the programme and includes:

**Programme development:** The programmes for the crèche children will be developed alongside and in conjunction with the family programme. The volunteer team will help to develop and deliver a programme for 0 – 4s who participate in the event.

**Relationships:** Volunteers should strive to be confident, relaxed, a reassuring presence and able to relate well to the ages they are working with and their parents.

**Support:** Volunteers should work in ways that enable children to participate in meaningful creative, fun activities giving the opportunity to learn, reflect and develop spiritually and as individuals.

**Responsibility:** Volunteers will abide by Meeting Safety guidelines and Woodbrooke's safeguarding policies. Volunteers will be responsible for the children during session times (9 sessions of approximately 60 minutes duration each).

**Facilitation:** The volunteers will share responsibility for planning and running sessions.

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### Team

**Staff Team:** Mel Cook, Jude Acton, (Quakers in Britain), Rachael Swancott (Woodbrooke), Rosie Carnall

**Volunteers:** 2 volunteers for the crèche (ages 0 - 4), 1 pastoral care volunteer

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### Commitment required

**Planning meeting:** Online to be arranged as suits.

**Event:** The afternoon of Friday 17 February to lunchtime of Sunday 19 February 2023.

All expenses, including travel and accommodation, are covered and funds are available for programme resources.

**NB these programmes are run in partnership with Woodbrooke** volunteers will be responsible to Woodbrooke and BYM staff for this service.

# Family Weekend Exploring Climate Conversations

P10

Pastoral Support

## Overview of event

Woodbrooke and BYM are offering a weekend to enable & encourage spiritually grounded explorations about the climate crisis that build resilience and foster honest communication in families and across generations. Over the weekend we will create spaces where families and different ages can connect with nature and explore their feelings and responses to climate crisis together.

The event will be organized in an intergenerational manner with adults and children working alongside one another. Sometimes the group will be divided along age lines. A crèche for 0 - 4 year-olds will be provided as needed to make this weekend as accessible as possible for families.

All children and young people will be attending this event with a responsible adult, either a parent or other family member, taking responsibility for the children outside of programme time. They will be encouraged to share with their children what they have been doing. Some joint planning will take place with the team working with the adults but the programmes will run separately.

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## Pastoral support role:

Will provide pastoral care to parents/responsible adults and volunteers.

- To attend the briefing sessions for participants on the programmes.
- To be around the programme, supporting where necessary.
- To be a 'listening ear' for volunteers under stress or with particular concerns.
- To provide pastoral care for parents/responsible adults.
- To refer issues raised by parents/responsible adults to staff.
- To check in with the staff team.

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## Team

**Staff team:** Mel Cook, Jude Acton (Quakers in Britain), Rachael Swancott (Woodbrooke), Rosie Carnall

**Volunteers:** 2 volunteers for the crèche (ages 0 - 4), 1 pastoral care volunteer

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## Commitment required

**Planning meeting:** Online to be arranged as suits.

**Event:** The afternoon of Friday 17 February to lunchtime of Sunday 19 February 2023.

All expenses, including travel and accommodation, are covered and funds are available for programme resources.

**NB these programmes are run in partnership with Woodbrooke** volunteers will be responsible to Woodbrooke and BYM staff for this service.



# Junior Yearly Meeting

**P11**

For 15 to 18 year olds

## Overview of event

Junior Yearly Meeting, provides an opportunity for young Quakers aged 15 - 18 to gather in community with their peers. JYM is planned and facilitated by a group of young people – with the support of adult volunteers and staff. This group agree the theme and create a programme for the event, which links to issues being considered at Yearly Meeting (YM). It is a spiritual event with the opportunity to explore the theme in a variety of ways and experience Quaker practices. It is also about building a sense of community through socials and making new friends. The event is residential and will take place at the Frontier Centre, Northamptonshire.

Number of participant spaces: 62.

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## Adult volunteer role

**Relationships:** Volunteers are expected to be alongside participants, to enable a sense of community in both free time and sessions. They will build appropriate relationships (within the boundaries of their role) to encourage the spiritual and personal growth of participants. Modelling appropriate values and behaviours in line with BYM's Event and Activity Management Policy.

**Support:** Volunteers will support a member of the Arrangements Committee (AC) or Young Adult Facilitator in their planning and preparation for sessions and their development. Adult volunteers will co-facilitate base group sessions with the young person they are supporting. Two volunteers will be invited to be either an AC Coordinator or a BGF Coordinator, who work alongside staff in the training and support the under 20 team, mentoring the young adult facilitators and will share oversight of pastoral care at JYM.

**Development:** Volunteers will encourage reflection on the young person's practice as a leader and facilitator, completing the paperwork for the Quaker Youth Work Recognition Scheme certificates.

**Responsibility:** Volunteers take on roles to ensure the smooth running of the event, including logistics, participating in and contributing to JYM in ways that nurture the spiritual and Quaker grounding of the event. The team will work within BYM's Safeguarding and Pastoral Care Policies.

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## Team

**Arrangements Committee:** Seven young people (two Clerk, five Community Facilitators),

**Adult Volunteers:** Ten volunteers and two reserves.

**Staff:** Two members of staff, Paul Tilley Young Peoples Integration Coordinator plus one tbc.

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## Commitment required

**Adult volunteer weekend:** 3 February from 6:30pm until 5 February 8 at 3:15pm Derbyshire

**Team day:** The JYM adult volunteer team join the JYM Arrangements Committee on Saturday 11 March 11:30am to 7:15pm, at Royal Foundation of St Katherine, London

**Online - pairs check in:** JYM adult volunteer team and JYM Arrangements Committee, Thursday 23 March 7:00pm to 9:00pm.

**Event:** Friday 31 March, 5:30pm (JYM preparation time). The programme will run from Saturday 1 April 4:15pm until Tuesday 4 April, 2:30pm at the Frontier Centre, Northamptonshire.

For 0 to 11 year olds at Yearly Meeting

## Overview of event

The Children's Programme is a significant and recognised part of Yearly Meeting (YM). It aims to offer an enjoyable, engaging and challenging programme based on the YM agenda. It gives children, in age appropriate ways, opportunities to explore their place in Quakers and the world, to make friendships, to worship, to be creative, to have fun and to play games.

The Children's Programme runs 15 minutes before to 15 minutes after each YM session, taking place each morning from Saturday to Monday, made up of four age groups, each group has a team of three adult volunteers and a Key Facilitator. There will also be a session for 5 to 11 year olds for the Swarthmore Lecture. Age groups are split depending on final numbers and age ranges, but is likely that there will be two age groups for 0 – 5 year olds and two for 5 – 11 year olds. Apart from the very youngest group, each age group will have smaller groups and each volunteer will be responsible for working with a small group. The event will take place at Friends House, London.

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## Adult volunteer role

This is key to the effective running of the programme and includes the following:

**Responsibility:** Volunteers will be responsible for taking on roles to ensure the smooth running of the age groups. All volunteers need to work within BYM's Safeguarding and Pastoral Care Policies.

**Facilitation:** Volunteers will work together and alongside staff to plan and organise the programmes. Volunteers share the leading and running of sessions and activities. Age group teams meet together at lunch times each day to share plans and concerns.

**Support:** Volunteers work to encourage the spiritual and personal growth of children in a variety of ways that are age appropriate and child centred.

**Relationships:** Volunteers are expected to get alongside children at the event, building appropriate relationships to support participants in exploring their Quaker faith and spirituality. Volunteers are required to work in line with BYM's Event and Activity Management Policy, modelling appropriate and inclusive behaviour.

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## Team

**Adult Volunteers:** 15 volunteers will be invited to join the Children's Programme Team, 4 of whom will be Key Facilitators who take the lead within each age group, also some volunteers will be asked to be in reserve to enable the teams to expand if bookings are high.

**Staff:** Mel Cook will be the key contact and Jude Acton Quaker Life Team Leader for Youth, Children, and Families, will have oversight of all the CYP programmes at YM, supported by other Quaker Life staff.

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## Commitment required

**Adult Volunteer weekend:** Felden Lodge, Hemel Hempstead 18-19 March (Saturday morning to Sunday afternoon).

**Yearly Meeting** 28 April-1 May Friday 6pm to Monday 5pm Friends House, London

# Key Facilitator for an age group

**P13**

On the Children's and Family Programme for 0 to 11 year olds at Yearly Meeting

## Overview of role

Each of the age groups in the 0 to 11 year olds programme at Yearly Meeting Gathering will have a Key Facilitator coordinating the volunteer team. A Key Facilitator needs to be able to work in a collaborative manner in the planning and oversight of the programme. The role is about ensuring good communication, giving clear lines of responsibility and to ensuring that there is effective support for children, parents and team members. The Key Facilitator coordinates discussions amongst the team in relation to programme planning and delivery, involving team members and enabling them to take responsibility for elements of the programme.

Key Facilitators may need to make decisions in relation to participants, team members or the programme when the circumstances do not allow for consultation with the whole team. The Quaker Life, Staff Team Leader, Youth Children and Families has overall responsibility for the programme and delegates this responsibility in part to Key Facilitators providing support for them as needed.

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## Key Facilitator's role

### Programme oversight

- To maintain an overview of the age group programme planning, delivery and resources.
- To enable team members to use their skills and interests in planning and facilitating.
- To ensure that each session runs effectively, taking into account the needs of the children.
- To ensure that all paper work relevant to the programme is completed as necessary.
- To ensure that guest facilitators are supported during the event.

### Coordinating and supporting an age group team

- To oversee the planning of the programme in advance of the event.
- To convene meetings for their age group team at least once a day during the event.
- To support the building of appropriate relationships with children.
- To work with team members to ensure that effective pastoral care is provided.
- To be available to hear the concerns of the team members working in their age group.
- To support team members in managing challenging behaviour.
- To aid team members to work confidently - providing advice, guidance, support and ideas.

### Liaison and linking

- To liaise with Quaker Life staff member in the planning and delivery of the programme.
- To liaise with other Key Facilitators – about sharing sessions, activities or resources.
- To ensure resources required are requested in good time from Quaker Life staff.
- To liaise with parents / carers about the pastoral care and behaviour of children.
- To communicate complex or difficult pastoral care issues about participants to the Quaker Life staff team leader.
- To communicate any concerns about team members working with their age group to the staff team leader.

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## Commitment required

**Adult volunteer weekend:** 17-19 March Children's Programme and YPP teams, Felden Lodge, Hemel Hempstead

**Key Facilitators only:** 15 April planning meeting online

**Yearly Meeting** 28 April-1 May Friends House, London 6pm Friday to 5pm on Monday.



# Young People's Programme

**P14**

For 11 to 15 year olds, alongside Yearly Meeting

## Overview of event

The Young People's Programme (which is part of Yearly Meeting) provides an opportunity for young Quakers aged 11 – 15 to gather in community with their peers, whilst engaging with Yearly Meeting in age appropriate ways. The event provides space for worship and exploration of concerns that are of importance to Quakers. It aims to be fun, thought provoking and exciting. The theme for the event will be agreed by the Young People's Programme Arrangements Committee when they meet in December 2022. This will reflect the main Yearly Meeting topics.

The event is residential and will take place at Felden lodge, Hemel Hempstead, with Yearly Meeting speakers being invited to our programme to deliver some sessions. On the final day the Young People's Programme will join with the Yearly Meeting session at Friends House, London.

Number of participant spaces: 32.

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## Adult volunteer role

This is key to the effective running of the event and includes the following:

**Responsibility:** Volunteers will be responsible for taking on roles to ensure the smooth running of the event and supporting the YPP Arrangements Committee and staff, to plan and facilitate the programme. This includes taking responsibility outside of timetabled sessions. All volunteers need to work within BYM's Safeguarding and Pastoral Care Policies.

**Facilitation:** Volunteers will contribute to the programme by supporting the YPP Arrangements Committee to plan, deliver and facilitate some activities and sessions. This should promote the programme aims and encourage young people to engage with the programme content.

**Support:** Volunteers will support the YPP Arrangements Committee by helping them to plan and reflect on their roles as facilitators, and work alongside them in sessions. Volunteers need to complete the relevant paperwork for the Quaker Youth Work Recognition Scheme. Volunteers will be required to support young people to engage with the programme.

**Relationships:** Volunteers are expected to come alongside young people at the event, building appropriate relationships to support participants in exploring their Quaker faith and spirituality. Volunteers are required to work in line with BYM's Event and Activity Management Policy, modelling appropriate and inclusive behaviour.

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## Team

**Adult Volunteers:** 5 adult volunteers and 2 reserves.

**Arrangements Committee:** Three young people (nominated at online YMG 2022).

**Staff:** Zephyr Blofeld, Youth Development Worker and Jude Acton, Quaker Life Team Leader: youth, children and families .

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## Commitment required

**Planning weekend:** 17-19 March with YPP and Children's Programme volunteer teams, at Felden Lodge, Hemel Hempstead

**Yearly Meeting** 28 April-1 May at Feldon Lodge, Hemel Hempstead 4pm Friday to 5pm on Monday.

For 11-15 year olds alongside Yearly Meeting

## Overview of role

The Key Facilitator needs to be able to work in a collaborative manner in the planning and oversight of the programme. The role is about ensuring good communication, giving clear lines of responsibility and to ensuring that there is effective support for young people, parents and team members. The Key Facilitator coordinates discussions amongst the team in relation to programme planning and delivery, involving team members and enabling them to take responsibility for elements of the programme.

Key Facilitators may need to make decisions in relation to participants, team members or the programme when the circumstances do not allow for consultation with the whole team. The Quaker Life Officer: Youth, Children, and Families has overall responsibility for the programme and delegates this responsibility in part to Key Facilitators providing support for them as needed.

This event is residential at Felden Lodge, Hemel Hempstead with a capacity for 32 young people.

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## Key Facilitator's role

### Programme oversight

- To maintain an overview of the age group programme planning, delivery and resources.
- To enable team members to use their skills and interests in planning and facilitating.
- To ensure that each session runs effectively, taking into account the needs of the young people.
- To ensure that all paper work relevant to the programme is completed as necessary.
- To ensure that outside facilitators are supported during the event.

### Coordinating and supporting the YPP team

- To oversee the planning of the programme in advance of the event.
- To convene meetings for their age group team at least once a day during the event.
- To support the building of appropriate relationships with young people.
- To work with team members to ensure that effective pastoral care is provided.
- To be available to hear the concerns of the team members
- To support team members in managing challenging behaviour.
- To aid team members to work confidently - providing advice, guidance, support and ideas.

### Liaison and linking

- To liaise with the Quaker Life Staff team in the planning and delivery of the programme.
  - To request resources required from Quaker Life staff.
  - To liaise with parents / carers about the pastoral care and behaviour of young people
  - To communicate complex or difficult pastoral care issues about participants to the Quaker Life Team Leader.
  - To communicate any concerns about team members to the staff team leader.
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## Commitment required

**Adult volunteer weekend:** 17-19 March with YPP and Children's Programme, Felden Lodge, Hemel Hempstead

**Key Facilitators only:** 15 April planning meeting online

**Yearly Meeting** 28 April-1 May Felden Lodge, Hemel Hempstead, 4pm Friday to 5pm on Monday.

# Accompanying

**P16**

For 15 to 18 year olds at Yearly Meeting

## Overview of event

Accompanying happens alongside Yearly Meeting (YM). The coordinating group (15-21 year olds) inputs into the structure and facilitation of Accompanying at YM. It provides an informal meeting hub for 15 to 18's at Friends House in London during YM. It includes attendance at YM and a selection of optional social activities out of session time. This is about young Quakers being involved in decisions that affect them and the organisation they are a part of.

The event seeks to encourage young people's independence and integration within Yearly Meeting, so that they feel able to participate in future years as a (young) adult. Young people will be allocated to small groups each with an adult volunteer providing opportunity for informal chats. The small groups are central to providing a safe space for young people to connect with each other and the content of the Yearly Meeting.

Number of participant spaces: 24

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## Adult volunteer role

This is key to the effective running of the programme and includes the following:

**Integration:** Volunteers will support young people in their integration in Yearly Meeting. Volunteers will take part in the programme which includes a timetable of social activities.

**Facilitation:** The adult volunteers will facilitate a small group (alongside a member of the coordinating group) on a regular basis each day, to prepare for and reflect on Yearly Meeting sessions. Through this group each adult volunteer will support up to six young people. Team members should ensure that they foster the spiritual and Quaker grounding of participants.

**Relationships:** Volunteers are expected to come alongside participants, to enable a sense of community in both free time and sessions. They will build appropriate relationships (within the boundaries of their role) to encourage the spiritual and personal growth of participants. Modelling appropriate values and behaviours in line with BYM's Event and Activity Management Policy.

**Development:** Volunteers will support a member of the coordinating group, encouraging reflection on the young person's practice as a leader and facilitator, completing the paperwork for the Quaker Youth Work Recognition Scheme certificates.

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## Team

**Coordinating group:** 2 young people aged between 15 and 18 years old and 2 people aged between 18 and 23.

**Adult Volunteers:** 4 volunteers, including the 2 members of the coordinating group.

**Staff:** Two members of staff, Paul Tilley Young Peoples Integration Coordinator plus one tbc.

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## Commitment required

**Coordinating group:** Saturday 18 March (online) under 21 team only

**Team planning day:** Saturday 15 April (online).

**Event:** Early evening Friday 28 April to late afternoon Monday 1 May, all volunteers requiring it will be accommodated locally.



For 11 to 18 year olds

## Overview

Online Quaker Youth Work provide an opportunity for young Quakers to gather in community with their peers. The group will provide space for worship and exploration of concerns that are of importance to them and to Quakers. The groups aim to be fun, thought provoking and exciting.

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## Role

This is key to the effective running of the group and includes the following:

**Responsibility:** Members of the team will take in turns to plan the youth work session with support from the lead BYM staff member. During the group, team members will be responsible for taking on roles to ensure the smooth running of the group and supporting the peer facilitators and staff, to facilitate the session. All team members need to work within BYM's Safeguarding and Pastoral Care Policies.

**Facilitation:** You will contribute to the group through the planning, delivery and facilitation of some activities and sessions.

**Support:** There will be time at the start and finish of each group to prepare and debrief as a group.

**Relationships:** Team members are expected to come alongside young people, building appropriate relationships to support participants in exploring their Quaker faith and spirituality. Volunteers are required to work in line with BYM's Event and Activity Management Policy, modelling appropriate and inclusive behavior as well as upholding the expectations for volunteers at events for children and young people (see overleaf).

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## Team

Two adult facilitators including a member of BYM staff.

Where possible, a young adult with experience of facilitation at a national event.

**BYM Staff:** Young People's Integration Coordinator, Quaker Life staff from Youth, Children and Family Team, Regional youth development workers

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## Commitment required

**There is likely to be both one off, and regular commitments.**

**Timings and dates to be confirmed.**

Expressing an interest in volunteering to support online youth work means we will contact you about opportunities which you can then accept/decline.

These will include Young People's Epilogue on the first Sunday of the month 6.30-8.00pm, regular after school youth groups and one off events.