**Children and Young People’s Officer**

Dear Applicant

Thank you for your interest in the above post. The job information pack contains the following information:

* Job description and person specification
* Application form
* Background information
* Equality opportunities statement

You must ensure that you address all the criteria set out in the person specification for the post.

The personal information that you have supplied will only be used for recruitment and selection purposes. You should refer to the Privacy Notice on our website, which sets out how BYM will deal with the personal and sensitive data you have provided in your application form and supporting information.

We would be grateful if you could also complete the Equality and Diversity Monitoring Form. The principles of equality and diversity are important to Quakers in Britain in all aspects of its work. The information you provide will help us to monitor and refine our employment practice and respond to the needs of the diverse range of people that our organisation comes in to contact with. The personal data provided will be kept securely by HR and will not be shared with any member of the selection panel.

Please ensure that we receive your completed application in our office by the closing date. We do not accept CVs as an application for posts, but you can attach your CV to the application form if you wish. You should email your completed application to [quakeremploy@quaker.org.uk](mailto:quakeremploy@quaker.org.uk) The **closing date** for receipt of application forms is **Sunday 27 January 2019**. Interviews will be held **at Friends House** on **Monday 4 February 2019.**

Due to the high volume of applications we receive, we do not send individual acknowledgement of applications. We will only contact candidates who have been shortlisted for an interview. If you do not hear from us within two to three weeks of the closing date, your application has not been successful on this occasion. Your application form and supporting details will be kept as legally required for six months in case of a dispute, and thereafter will be destroyed.

Thank you for your interest in the post, we look forward to receiving your application.

**Job Description**

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| **JOB TITLE:** Children & Young People’s Officer  **REPORTING TO**: Head of Children & Young People’s Staff Team  **RESPONSIBLE FOR**: Promoting and supporting the provision of work with children and young people throughout Britain Yearly Meeting in ways that will facilitate spiritual development and encourage participation.  **DEPARTMENT**: Quaker Life  **DATE**: January 2019 |

**Job Purpose**

Support the provision and development of programmes for Quaker children and young people locally and regionally. Particularly through overseeing the pilot project to employ two regional based youth workers.

Be involved in the management and delivery of national events, including playing a key operational role in relation to children and young people’s programmes that take place as part of Quaker Yearly Meetings.

1. **Key Accountabilities & Main Tasks**:
   * + - Manage, oversee and coordinate the pilot project to develop new opportunities for young people through Quaker meetings:

* Liaise with the key stakeholders as appropriate within the two areas selected to pilot this initiative.
* Manage the two workers.
* Act as secretary to the national reference group for this project.
* Work with the external evaluation company for the three years of this project.
* Operate within the budget as set out in the Legacy Funding bid, reporting annually on how the outcomes of the work has been realised.
* Be involved in the thinking about how this initiative might be developed and taken forward linking with internal and external stakeholders

General responsibilities in relation to events:

* To work alongside other CYP staff on the planning, organisation and implementation of events for children and young people.
* Give attention to the detail of the programme and practicalities involved in the event, working to agreed task overviews.
* Maintain effective communication regarding the logistics and practicalities of events with the CYP staff and the CYP Administrator.
* Work to enable the implementation of the cycle of events as agreed by Yearly Meeting Agenda Committee and Quaker Life Central Committee.
* To have responsibility for the ‘Event and Activity Management Policy’ for CYP work, ensuring regular review and development in line with legislation and good practice.
* Manage the CYP resources store.
* Contribute to the training, support and management of event volunteer teams.
* Undertake reviews and follow up in order to assess the effectiveness of events in relation to the aims and outcomes that were set.

Events for children and young people that are part of the annual Quaker Yearly Meetings:

* Be the primary liaison between CYP staff and other staff involved in the overall running of the event, especially the Communications and Services staff, being part of any Yearly Meeting event staff project teams.
* Be responsible for the logistical aspects of these events, particularly in relation to resources, venues and transport.
* Work in ways to enable the programmes for children and young people at Yearly Meeting and Gatherings to follow the themes of the event and topics from the Yearly Meeting agenda through a variety of age appropriate media.
* Work to ensure appropriate implementation and coordination for the Young People’s Programme at BYM for 11-15 year olds; working to support, develop and manage the young people involved in planning and running the event, in liaison with the Youth Participation Officer.

Other events with children and young people:

* Plan and implement one or two other events for children or young people each year in line with the three year cycle of events.
* Support the CYP intern to work with Woodbrooke staff on Friends School Gathering, the annual Quaker schools sixth formers event at Woodbrooke.

Support local and regional work with Quaker young people (working through the CYP intern):

* Develop the links that the centrally managed work has with the regional youth events, coordinating CYP staff visits to events, maintaining contact and occasionally bring together those involved.
* Link with those involved in local Quaker youth work, providing support for groups as appropriate and coordinating the Quaker youth group affiliation scheme.
* Establish links with Quaker schools.
* Oversee the organisation of the Quaker Youth Work Conference, a networking and training event for those involved in Quaker work for young people.

Contribute to the development of CYP resources:

* Coordinate the creation of the young Quakers calendar each year.
* Contribute to the writing, production and promotion of Quaker Life CYP resources.
* Make regular contributions to Quaker News and other Quaker publications.
* Maintain oversight of sections of the CYP website as agreed.

1. **Intellectual Demands**

The role requires the ability to plan and deliver events to timed deadlines while working with volunteer young people and adults to create the programme content for the events.

Working with volunteers can be problematic. This means that it is vital to be able to react to problems or issues as well as being proactive to work in ways to limit problems occurring.

To have an up to date knowledge of children and young people’s work issues in the wider field.

To have knowledge and understanding of how to respond to and deal with pastoral needs, safeguarding issues, particular and additional needs.

To understand evaluation systems and how to apply findings to new work.

1. **Judgements**

The CYP staff team takes a collaborative approach to issues that arise in relation to the work. Work plans for the year ahead are jointly devised and agreed. When working to plan or deliver the ongoing work it is necessary for all staff to be willing to contribute to the thinking.

Within this context the post holder needs to make judgements in relation to the content of the event programmes, updates to relevant web pages and revisions to the Events and Activity Management Policy.

Limitations include budget, time constraints and external policies changing which in turn effect the ongoing work with children and young people.

The role involves supporting volunteers and ensuring that they are equipped to deliver successful work with children and young people within a Quaker context. This involves responding to enquiries as well as working with those who work on committees which help to deliver national events.

Making sound judgments in relation to the recruitment and management of staff. Being able to advise workers and meetings on ways forward as is necessary.

Judgements need to be made in relation pastoral needs, safeguarding issues, particular and additional needs. This involves reference to policies and procedures written as a team, as well as use of personal knowledge and skills to inform the decisions made.

1. **Use of Resources**

The post holder has responsibility for the CYP resource store, including ensuring the catalogue is up to date and overseeing the procurement of resources for events either from the store or from external suppliers.

All projects have to work within set budgets (including the Youth Work Development project with a budget of over £100,000 pa), requiring expenditure to be monitored.

Oversight of the welfare of participant’s pastoral needs, ensuring liaison where necessary in advance and that at the event they are met and supported in an appropriate way by the team. This includes the management of both sensitive and confidential information.

Responsible for the management of volunteers teams at events and the management of two full-time staff.

Work with the CYP Administrator and CYP intern on tasks relating to the role, including database oversight, mailings, event bookings and follow up.

1. **Communications**

Communication is vital in this role particularly to facilitate partnership working on projects, ensuring that planning is on track, networking and obtaining resources.

Internal (approx. 35%):

* With other members of the CYP team to enable effective working together.
* Provide non-managerial supervision for the CYP intern’s youth work training course
* With those in other departments of Friends House, especially the Events & Committee Services team in relation to shared events.
* Be part of the Quaker Week staff team and the Friends House image library team.

External (approx.. 65%):

* Staff at Woodbrooke.
* Others involved in full time work with Quaker young people.
* Event volunteers.
* Venue staff for events.
* Quaker meetings involved in the youth development pilot project.
* Youth development project evaluators.
* External networks and agencies linked to children and youth work, including ecumenical contacts.
* External suppliers.
* Friends engaged in children and young people’s work in local and area meetings.

1. **Physical Demands & Co-ordination**

Daily use of VDUs.

Physical demands when delivering events, manual handling with looking after resource store.

Regular visits to the areas where the youth development project pilot is taking place.

Long working days at residential events.

1. **Working Conditions and Emotional Demands**

The ability to manage regular weekend and occasional evening commitments throughout the year.

Long working hours at residential events.

Recruitment and management of staff.

Being in loco parentis for under 18’s means there is a requirement to be on call overnight.

Management of safeguarding, pastoral needs, and particular and additional needs.

Travel within the three nations is an integral part of the job.

**OTHER RESPONSIBILITIES:**

* Responsible for ensuring that Britain Yearly Meeting’s Equal Opportunities Policy is adhered to in all aspects of the role.
* Responsible for ensuring that Britain Yearly Meeting’s Health & Safety Policy is adhered to at all times.
* Responsible for ensuring that Britain Yearly Meeting’s commitment to sustainability is adhered to in all aspects of the role.
* Responsible for ensuring that Britain Yearly Meeting’s CYP Policies are adhered to at all times.
* To undertake duties and responsibilities commensurate with the post.

**BRITAIN YEARLY MEETING**

**PERSON SPECIFICATION**

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| --- |
| **Job Title:** Children & Young People’s Officer  **Department** Quaker Life  **Date:** January 2019 |

**ESSENTIAL KNOWLEDGE**

* Knowledge of and sympathy with Quaker values.
* A good working knowledge of Quaker beliefs and practices, including Quaker decision-making.
* Understanding of evaluation approaches.

**ESSENTIAL QUALIFICATIONS**

* A JNC youth work qualification or equivalent.

**ESSENTIAL EXPERIENCE**

* Experience of children’s work and youth work.
* Experience of working with volunteers, working openly and clearly with colleagues and volunteers being able to give and receive appropriate direction and support.
* Experience of communicating well and effectively with others with clarity, in writing, face to face and when speaking to meetings.
* Experience of managing staff.

**ESSENTIAL SKILLS**

* Proven organisational skills able to set and work to goals showing commitment and measuring progress and effectiveness.
* Computer literacy.
* The ability to manage flexible hours of work throughout the year.
* An ability to work effectively alongside others in the planning and running of events.
* Being able to manage time and priorities effectively, solve problems, and work with initiative.
* Able to promote the Society’s image and values, confidently applying knowledge, skills and spiritual values.
* An ability to work in ways to enable communities to develop.

**DESIRABLES**

* Experience of work with children and young people in a Quaker context.
* Experience of working with volunteers in a Quaker context.
* Experience in building effective networks with colleagues, committee members, volunteers, young people, children and others to enable good working relationships.
* A full driving licence.
* Experience of developing work strategies.

**Background Information**

Quakers – or the Religious Society of Friends – are part of Churches Together in Britain & Ireland. Quakers share a way of life, not a set of beliefs. Quakers seek to experience God directly, within themselves and in their relationships with others and the world around them. Quakers have a liberal theology and meet together for worship in local meetings which are inclusive and open to all. For more information about Quakers see [www.quaker.org.uk/intro-quakers](http://www.quaker.org.uk/intro-quakers).

The children and young people’s work team are part of the Quaker Life department, which seeks to support Quaker meetings in Britain. The children and young people’s work staff are a team of eight staff; currently a youth participation officer, a children’s work officer, a children and young people’s work officer, an administrator, a head of team, an intern and two regional youth workers.

The vision of the work is that children and young people engage with Quakerism and are a valued part of Quaker communities, exploring their spirituality and making a difference in the world. We aim to provide resources, training, support and events to further the engagement with Quaker children and young people within Britain and to advocate for the place of children and young people’s work within other initiatives. For more information about this work see [www.quaker.org.uk/children-and-young-people/work-quaker-setting](http://www.quaker.org.uk/children-and-young-people/work-quaker-setting).

Currently there is a three-year pilot project, which began in June 2018, to explore whether employing youth workers in areas leads to new opportunities developing for young people through Quaker meetings. The post-holder is responsible for this project and the management of the two workers. The project is being externally evaluated by NCVO.

The children and young people’s staff work with volunteers to provide events for children and young people. These events seek to support young Quakers in their spiritual journeys. Participants explore issues of relevance to them and of concern to Quakers. In a variety of ways children and young people are helped to understand, experience and participate in Quaker processes and structures. Young people are involved as part of the teams planning, organising and facilitating events, with staff and volunteers working to support them and enable their participation. Information about these events can be found at [www.quaker.org.uk/cyp-events](http://www.quaker.org.uk/cyp-events). A particular focus each year is to offer children and young people’s work programmes as a part of an annual all age Quaker gathering.

A website is maintained for young Quakers ([www.yqspace.org.uk](http://www.yqspace.org.uk)).

For more information about this work go to[www.quaker.org.uk/cyp](http://www.quaker.org.uk/cyp) or phone Howard Nurden (Head of Children and Young People’s Work Staff) for an informal conversation on 020 7663 1012.

**Equality Monitoring Form**

**Policy**

Britain Yearly Meeting is a Quaker organisation and seeks to live up to the Quaker Testimony to Equality in its employment practices. It is our policy to ensure that no job application or employee receives less favourable treatment on the grounds of race, age, colour, ethnicity or national origin, religious beliefs, sex, transgender, sexual orientation, disability, marital or civil partnership status, political beliefs, membership or non- membership of a trade union or any other factor irrelevant to the selection process. Selection procedures are reviewed to ensure that individuals are selected, promoted and otherwise treated on the basis of their relevant skills and abilities.

**Monitoring**

In order to ensure the continued development of this policy, all applicants are asked to complete the details below. This information will be solely used for monitoring purposes and will be treated as confidential and will be separated from your application form on receipt and before any consideration of candidates takes place.

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| --- | --- |
| **Post applied for** |  |
| **Name** |  |
| **Sex** |  |
| **Date of Birth** |  |

|  |  |
| --- | --- |
| **Please place an X next to the description which you feel is the most appropriate of your ethnic origin (please choose ONE section from A to F).** | |
| **A White** | **B Mixed** |
| British  Irish  Other (please indicate)  Prefer not to say | White and Black Caribbean  White and Black African  White and Asian  Other (please indicate)  Prefer not to say |
| **C Asian or Asian British** | **D Black or Black British** |
| Indian  Pakistani  Bangladeshi  Other (please indicate)  Prefer not to say | Caribbean  African  Other (please indicate)  Prefer not to say |
| **E Chinese** | **F Any other Background** |
| Chinese  Other (please indicate)  Prefer not to say | Any other background  Other (please indicate)  Prefer not to say |
| **How would you describe your sexual orientation? Please place an X next to the description you feel is the most appropriate. Do you identify as:** | |
| Bisexual |  |
| Gay Man |  |
| Gay/Lesbian Woman |  |
| Hetrosexual/Straight |  |
| Prefer not to say |  |

|  |  |
| --- | --- |
| **Which of the following, if any, is your religion. Please place an X next to the description you feel is the most appropriate.** | |
| Atheist |  |
| Baha’i |  |
| Buddhist |  |
| Christian |  |
| Hindu |  |
| Jains |  |
| Jewish |  |
| Muslim |  |
| Parsi |  |
| Rastafarian |  |
| Sikh |  |
| No religion |  |
| Prefer not to say |  |
| Other (please state) |  |

|  |  |
| --- | --- |
| **Do you consider yourself to have a disability?** | |
| Yes |  |
| No |  |
| If yes, please state |  |

**Guidance Notes**

**PLEASE READ THESE NOTES BEFORE COMPLETING THE APPLICATION FORM**

These notes have been designed to assist you by providing information about BYM’s recruitment process.

**Preparation**

You should spend time reviewing your skills, achievements and experience, identifying those that are relevant to the job.

**Making your Application**

**Job Details**

You should read the job description, person specification, advert and any background information so you know what the job involves. Think about why you are interested working for the Religious Society of Friends (Quakers in Britain), the post and how your knowledge, skills and experience (paid or non-paid) would enable you to be effective in the role.

**Supporting Statement**

You should write a supporting statement setting out the reasons why you think you are suitable for the post. **You must address each item on the person specification.**  You should highlight the experience, skills, achievements that you would bring to the post including, those that you have gained through previous employment, voluntary work or any other relevant experience.

**Accuracy of Information**

The information that you provide to the Religious Society of Friends, both on your application form and at interview must be accurate. If we discover that any information provided is inaccurate, an offer of employment may be withdrawn. Where an appointment has been made, we may take disciplinary action up to and including dismissal.

**Data Protection**

You should be aware that information contained in or derived from your application may be retained in both manual and computerised form for the purpose of recruitment administration, the production of depersonalised statistical data relevant to recruitment, or equality issues and on appointment, personnel, payroll and pensions administration.

If your application is unsuccessful your application form will be retained for a maximum period of six-months.

We will not share your information with any other organisation unless required to do so by law.

**Completed applications**

Completed applications should be emailed by the stated closing date to: [quakeremploy@quaker.org.uk](mailto:quakeremploy@quaker.org.uk)

**Equality & Diversity**

**QUAKER FAITH & PRACTICE 23.36**

'At the Centre of Friends’ religious experience is the repeatedly and consistently expressed belief in the fundamental equality of all members of the human race. Our common humanity transcends our differences...We aspire not to say or to do anything or condone any statements or actions which imply lack of respect for the humanity of any person.' (Meeting for Sufferings, 1988)

The Religious Society of Friends (Quakers) is committed to equality. In order to monitor our commitment to equality we ask applicants for posts to complete our equality monitoring form. The information provided is treated in the strictest confidence and is detached prior to shortlisting. The forms are retained by HR and the panel do not have sight of them.

**Appointment Process**

After the closing date is passed, the recruiting manager and the interview panel shortlist applicants who demonstrated that they meet the essential criteria set out in the person specification. Only candidates shortlisted are invited for interview. If you do not hear from us within two weeks of the closing date your application has been unsuccessful.

Normally applications received after the closing date are not considered

**Interview**

If you are shortlisted for interview you will be invited to a selection process. All interviews are conducted by a panel of two or more including the recruiting manager. If there are any special arrangements associated with the selection process e.g. tests or presentations, you will be informed accordingly.

**Disability**

If you are an applicant with a disability and have any specific needs, adjustments that you would like us to make or queries please contact HR on 020 7663 1111/1110.

**Interview Outcome**

If you are invited to attend an interview/and or selection process you will be informed either verbally or in writing of the outcome. The successful candidate will have the decision confirmed in writing as an offer of employment. The unsuccessful candidate is offered the opportunity for feedback.

**References**

On the application form you are asked to provide us with the details of three referees, one of which must be from your most recent employer. If you were a student one of your referees should be from a tutor. We only contact referees with your permission after an offer of employment has been made.

All offers of employment are conditional upon the receipt of references that are satisfactory to BYM, verification of right to work in the UK, medical health clearance, and where applicable verification of qualifications and Disclosure and Barring Service.

**Right to Work in the UK**

Under Immigration Act 2014, employers must ensure that any prospective employee is legally entitled to live and work in the UK. If you are offered employment by the Religious Society of Friends (Quakers) you will be required to produce an official document confirming that you are entitled to live and work in the UK, e.g. passport; full birth certificate and official document confirming your name and national insurance number; or a passport/travel document/letter from the Home Office.

**Queries**

If you require further information or wish to raise any matters with regard the appointment process, please contact HR on 020 7663 1111/1110.

**Complaints**

Applicants for posts within the Religious Society of Friends (Quakers) have the right to complain if they feel they have been unfairly treated or discriminated against during the recruitment process. If you feel that this is the case you should contact Ric Moore, Head of HR & Training, on 020 7663 1111 (direct line) or by email: [ricm@quaker.org.uk](mailto:ricm@quaker.org.uk)

**Working for Quakers in Britain**

Britain Yearly Meeting, is a national charity employing around 180 people. Its purpose is to work for, with and on behalf of Quakers in Britain.

**About our organisation**

Quakers is the name often used for the Religious Society of Friends. Although we have our roots in Christianity, we also find meaning and value in the teachings and insights of other faiths and traditions.

In Britain there are about 20,000 Quakers. We have 500 local Quaker Meetings, grouped into 72 'area meeting' charities. All these charities are affiliated to Britain Yearly Meeting (BYM).

Britain Yearly Meeting (BYM) is a charity, formally known as 'Britain Yearly Meeting of the Religious Society of Friends'. The trustees are appointed by and accountable to British Quakers; and because this work is done for and on behalf of Quakers from the whole of Britain, the work we do is known as ‘centrally-managed work’.

**A Quaker workplace**

We aim for our workplace to be consistent with Quaker values - broadly the same as most well-run progressive organisations. For example:

* We expect staff to respect each person regardless of age, race, religion, gender, transgender status, sex, sexual orientation, disability, marital or civil partnership status
* We avoid unjustifiable and unlawful discrimination in our employment practices
* We follow good employment practice, with clear and supportive line management
* We have a 1:4 ratio between the lowest and highest salaries
* We aim to be open and honest in all our work
* We avoid titles such as ‘Mrs.’ or ‘Mr’.

Very few jobs with BYM are restricted to Quakers, although about 1/3 of the staff are Quakers or linked to Quakers in some way.

**About Quakers**

The Quaker way is based on silent worship, as a way to help people connect directly to God. Quakerism began in Britain in the 17th Century. Its roots are in radical Christianity, although today not all Quakers call themselves Christian.

Quakers share a way of life rather than a set of beliefs. We seek to experience God directly, within ourselves and in our relationships with others and the world around us.

Quakers are ordinary people, who try to live their values they can. This leads many Quakers to work for a better world. Values that are important to us include truth and integrity; simplicity; equality; peace; and sustainability.

You do not need to be a Quaker to worship with us at one of our meetings.

You can find out more:

• From our website - www.quaker.org.uk

• By reading `Advice and Queries’ which is an introduction to Quaker belief (<http://qfp.quaker.org.uk/>)

• By visiting the Quaker Centre at Friends House, which has leaflets and books, and volunteers who can answer questions

• Or ask for a free information pack – [www.quaker.org.uk/more-information](http://www.quaker.org.uk/more-information)