Dear Applicant

**Youth, Children and Families Development Worker**

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

* Guidance notes
* Equality & Diversity information
* Information about working for Quakers in Britain

If you would like to apply for this post, please click on the link on the website to complete the online application form. You must ensure that you address all the criteria set out in the person specification for the post. Make sure you give evidence which shows how you meet the criteria, not just telling us that you did it.

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 you complete your application by the closing date. We do not accept CVs as an application for posts, but you can attach your CV to the online application form if you wish.

**Closing date**: 1 June 2022

**Interviews:** 10 June 2022

**We do not send individual acknowledgement of applications due to the high volume of applications we receive, and we only contact candidates who have been shortlisted for an interview. If you do not hear from us within two 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 & Person Specification**

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| **JOB TITLE:**  **REPORTING TO**: **DEPARTMENT**:**DATE**:  | Youth, Children and Families Development Worker (Mid Thames and Oxford and Swindon Area Meeting)Quaker Life Team Leader: Youth, Children and Families Quaker LifeJanuary 2022 |

**An enhanced DBS disclosure for work with children and young people is required for this post.**

**Job Purpose**

Managed centrally and supported locally, the post holder will be expected to work closely with local and area meetings in an allocated regional area; to set up and establish work with youth, children and families including monitoring and evaluation of the work.

Through actively seeking ways to build community, the YCF development worker will initiate, facilitate and deliver a range of opportunities aimed at increasing the engagement and participation of children, young people and families within the Religious Society of Friends. The post holder will work towards equipping adults and meetings to feel empowered and enabled to respond more readily and easily to children, young people and families, working towards the strategic aim of ensuring that Quaker communities are loving inclusive and all age (’Our Faith in the Future’, 2015).

1. **Key Accountabilities & Main Tasks**:

**Increase the number of children, young people and families accessing provision.**

* Find ways to communicate with children, young people and families in: Mid Thames Area Meeting and Oxford and Swindon Area Meeting to identify what opportunities could encourage their engagement and increase their involvement.
* Build, develop and maintain strong community relationships with: Mid Thames Area Meeting and Oxford and Swindon Area Meeting; local and regional events; Leighton Park and Sibford School, working in ways that will encourage participation and strengthen links.
* Encourage children, young people and families to participate in national and regional events.

**Increase the number of opportunities for children, young people and families locally and regionally.**

* Work with meetings and adult Quakers, to develop sustainable opportunities for children, young people and families in Quaker contexts.
* Creating new opportunities for children, young people and families locally in Mid Thames Area Meeting and Oxford and Swindon Area Meeting. Initially this will include:
* Develop and respond creatively to children, young people and families’ interest and concerns in a variety of topics, including arts and culture, environment and social action.
* Create opportunities for all-age Meetings for Worship at each Area Meeting and across the two Area Meetings as appropriate.

**Implement methods for intergenerational work and youth participation to take place.**

* Work with meetings to offer all age worship and other all age activities aimed at building and strengthening strong local all age communities.
* Provide training and support for meetings to enable them to engage with and feel more equipped in responding to the needs of children, young people and families.
* Advocate for and support children, young people and families in having a voice, taking on roles, being able to participate more in meetings and to be involved in decision making.

**Monitor and evaluate the effectiveness of the Local Youth Children and Families Development Work**

* Ensure all required data to review the effectiveness of the work is collected to feed into the evaluation and impact process.
* Input into the Local support group meetings and attend other meetings as deemed required and appropriate.

**Contribute to national and regional children, young people and families’ events and initiatives**

* Be part of the planning for at least one national event per year. Be involved in regional summer event opportunities.
* Work will be 90% based in region, 10% based nationally.

**2. Intellectual Demands**

* Developing knowledge and understanding of youth work and community development, within a faith based context, understanding and seeking ways to overcome any challenges and barriers surrounding this.
* Planning, managing and delivering events and activities for children, young people and families including, logistical arrangements, administrative tasks and safeguarding.
* Overseeing the delivery of children, young people and families’ events; working with volunteer teams, children, young people and families and developing resources.
* Being involved in the recruitment, training and management of volunteers, equipping them to deliver their role and responsibilities.
* Devising and implementing robust programmes of youth children and family work and participation, in consultation with other BYM staff working with Youth, Children and Families; local and area Quaker meetings in the geographical area; children, young people and families and other youth and children’s work providers identified as appropriate.

**3. Judgments**

* Working within the framework of the project proposal under the direction and line management of the Quaker Life Team Leader: Youth Children and Families.
* Being aware of particular and additional needs in relation to working with children, young people and families, putting mechanisms in place to support this.
* Ensure that Britain Yearly Meeting safeguarding and event management policies and procedures are adhered to; making use of these to inform working practice. Responding to safeguarding and pastoral concerns at events and taking appropriate action.

**4. Use of Resources**

* Responsibility for safekeeping of I.T. equipment and a mobile phone.
* Managing event budgets.

**5. Communications**

* Actively engage, consult and liaise with meetings, colleagues, participants and their families, identified Quaker and appropriate non Quaker organisations, to support the implementation and development of the project.

Internal (20%)

* Quaker Life.

External (80%)

* Quaker meetings where the project is based.
* Local/area meetings, Quaker youth/link groups and regional events to strengthen links and encourage children, young people and families to take up opportunities.
* Regular contact as required with the external evaluation company to feed into data collection, monitoring, evaluation and report writing.
* Network with appropriate non Quaker groups and agencies to promote the work and opportunities for children, young people and families in the area.

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

* The post holder will be either home/office based/from a Quaker meeting house (to be agreed). Regular travel within the geographical area and to other areas will be required to carry out the role.
* Moving equipment such as laptops and resources between locations and when working on events.

**7. Working Conditions and Emotional Demands**

* Working within a Quaker meeting structure whilst being line managed remotely.
* Potential lone working if home based or working from a Quaker Meeting House.
* Ensuring the welfare and safety of children, young people and families:
	+ Being in loco parentis for children and young people on events, means there is a requirement to be responsible for them during the day and on call overnight.
	+ Management of safeguarding, pastoral needs, and particular and additional needs.
* Ability to manage regular weekend and evening commitments throughout the project and long working hours on residential events. Time off in lieu will be given.

**OTHER RESPONSIBILITIES:**

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

**BRITAIN YEARLY MEETING**

**PERSON SPECIFICATION**

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| --- |
| **Job Title:** Youth, Children and Families Development Worker (Mid Thames and Oxford and Swindon Area Meetings)**Department:** Quaker Life, Supporting Quaker Communities**Date:** January 2022  |

**ESSENTIAL KNOWLEDGE**

* Knowledge of and sympathy with Quaker values.
* Knowledge of Quaker beliefs and practices, including Quaker decision making, culture and structures.
* Knowledge of how to respond to and manage pastoral needs, safeguarding issues and particular and additional needs.

**ESSENTIAL QUALIFICATIONS**

* Educated to degree level or equivalent experience.

**ESSENTIAL EXPERIENCE**

* Experienced in working with children, young people and families in this age group and children, young people and families’ participation.
* Experience of working with, training, managing and developing volunteers.

**ESSENTIAL SKILLS**

* Organised, with the ability to plan effectively, deliver, monitor and evaluate projects and programmes for children, young people and families.
* Ability to think and plan ahead, work independently and as part of a remote team.
* Ability to build effective relationships and communicate effectively with children, young people and families, colleagues and stakeholders.
* Good administrative skills with the ability to produce promotional material, reports and collect evaluation data.

**ESSENTIAL ABILITIES**

* Able to use Microsoft Office including Word, Excel, PowerPoint and Outlook.
* Ability to operate within professional boundaries, promoting the Society’s image and values, confidently applying knowledge, skills and spiritual values when developing and maintaining relationships with children, young people and families and the wider community.

**DESIRABLES**

* Degree in Youth Work, Community Work/Education or similar.
* Experience of working in a Quaker context or other faith based contexts.
* Experience in community development; initiating, building, delivering and evaluating community projects.
* Experienced in delivering events.
* Experience in using social media platforms such as Facebook and Instagram.

**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 some 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.

**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 has passed, the recruiting manager and the interview panel will shortlist applicants who have 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. A panel of two or more, including the recruiting manager conducts all interviews. 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 or adjustments that you would like us to make, please contact the People Team at quakeremploy@quaker.org.uk.

**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. Unsuccessful candidates will be offered the opportunity for feedback.

**References**

When completing your application, you are asked to provide us with the details of three referees, one of which must be from your most recent employer. If you are 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 (where required).

**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 the People Team at quakeremploy@quaker.org.uk.

**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 Patrick Goh, Head of People Operations by email: patrickg@quaker.org.uk

**Working for Quakers in Britain**

**About Quakers**

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, such as on the abolition of the slave trade, the relief of suffering in wartime, improving living conditions for factory workers and the introduction of same-sex marriage. You can read more about the story of Quakers at [www.quaker.org.uk/intro-quakers](http://www.quaker.org.uk/intro-quakers).

**About Britain Yearly Meeting**

Britain Yearly Meeting (BYM) is the national umbrella organisation for Quaker meetings in Britain. We provide events and support services to nearly 500 local Quaker meetings across Britain, carry out peace, sustainability & social justice work on their behalf, and work to raise public awareness of Quakerism.

All Quakers in Britain are invited to come together at Yearly Meeting (the annual sessions of Britain Yearly Meeting), which meets to explore, through worship, the issues of concern to British Quakers, and to guide the work of the national charity.

We are a registered charity with an annual turnover of around £12m, and assets of over £77m. Responsibility for the charity lies with the fifteen Trustees of Britain Yearly Meeting, appointed from among the Quaker community.

BYM has around 150 staff, many based at Friends House in Euston, with an increasing number working nearer their homes across the country. We are expanding our team of local development workers who work with groups of Quaker communities across Britain.