

Living Witness Project

Quakers for sustainability

Part-Time Resource People's Co-ordinator

The Living Witness Project is a charity supporting a national network of Quaker meetings developing our witness to sustainable living in Britain. The Trustees seek a co-ordinator for the community of Resource People who will be carrying out much of the work in future.

The post will be up to 30 hours per month but usually around 20 hours per month, initially at £8.50 per hour. Hours of work may vary substantially from month to month.

The contract will be for one year initially with the intention of extending indefinitely subject to funding.

There will be a six month probationary period.

Further enquiries and applications by e-mail only to: info@livingwitness.org.uk by 12th February 2010. Please send a short CV with a covering letter explaining what attracts you to apply for this position and what you would bring to it.

Please include contact details, preferably telephone and e-mail, for two referees. We will not contact them unless we arrange an interview with you.

We hope to hold interviews on 25 February or 1 March. Please let us know your availability for interviews in your application letter.

Living Witness Project

Job Description: Resource People's Co-ordinator

Employer: Living Witness Project, Quaker Community, Water Lane, Bamford, Hope Valley, S33 0DA.

Job Title: Resource People's Co-ordinator

Location: Working from home (no office provided)

Reporting to the LWP Co-ordinator

Purpose of Job: to recruit, manage, support and deploy resource people (RP) to carry out the work of LWP.

Responsibilities: the RP co-ordinator will undertake the following tasks:

Co-ordinating responses to requests for facilitators and speakers

- Being the main contact point for Quaker meetings and other organisations requesting facilitators and speakers for events
- Informing RPs of upcoming opportunities to facilitate or speak
- Ensuring that RPs are fully prepared, have any necessary materials, and carry out appropriate evaluation following events
- Working with the LWP Co-ordinator to decide which RPs should fulfil each request

Individual RP support

- Being the main contact point in LWP for RPs and keeping in regular touch with them by telephone and e-mail
- Working with RPs before and after each event to ensure that they are able to learn from the process and the experience
- Meeting each RP annually for a review of their involvement in LWP, training, development and support needs, and goals for the coming year.
- Working with RPs as needed to address any difficulties or conflicts.

RP community support and development

- Organising RP gatherings (usually with RPs involved in agenda planning, facilitation and food provision)
- Identifying training and development needs for the RP community as a whole, and organising relevant sessions in RP gatherings or one-off events
- Working with the LWP co-ordinator and RP community to develop procedures and resources

Hours/days of work: 20 hours per month on average: specific hours and days of work to be negotiated, but some weekend and evening working will be necessary.

Remuneration: £8.50 per hour

Annual leave including bank holidays: 30 days *pro rata* (i.e. approximately 2 hours in a month of 20 hours work, or one day per 8-9 days worked).

Start date: as soon as possible.

Post-holder minimum requirements

Good knowledge of and strong personal commitment to Quaker values and practices

Group facilitation experience and skills

Strong social and listening skills; ability to work with a wide range of people.

Strong organisational skills.

A high degree of self-motivation and ability to work in a small, mostly volunteer organisation, where structures and processes are in the early stages of development and subject to change

Ability to work both independently and in close collaboration with others

Some knowledge and understanding of technical and policy aspects of environmental issues.

We are striving to offer equal opportunities and welcome applications from people with disabilities.