

WESTMINSTER QUAKER MEETING

CHILDREN'S WORKERS ROLE DESCRIPTION AND PERSON SPECIFICATION

ROLE SUMMARY: The Children's Workers will coordinate, plan and lead a weekly *Children's Meeting* during Sunday Meeting for Worship, alongside volunteers from the Meeting. Sessions are currently being held in person and on zoom on alternating weeks, although we are likely to revisit this arrangement in the coming months. The sessions will help children of all ages to engage with Quaker values, history and worship through creative and age-appropriate activities. We currently have one Children's Worker and are looking to recruit 1-2 workers to share this role over 46 Sundays per year.

AIMS OF THE ROLE: Through developing and delivering creative, welcoming and age-appropriate activities for a wide age range of children, we aim for the Children's Workers to:

- Help ensure that children and families are able to engage in the life of the Meeting
- Ensure activities are joyfully grounded in Quaker practice, history and testimonies of peace, equality, truth, simplicity and environmental sustainability
- Help support children in exploring their own spirituality, callings and relationships to Quakerism, enabling their voices in the Children's Meeting and in the Meeting as a whole.

CONTRACT TYPE: Freelance. We are open to considering a job share for this role.

DELIVERY: Sundays 10.30am – 12.30pm (including set up and clean up)
46 weeks per annum (excluding 2 weeks each at Easter, in August and December)

HOURS: The Children's Workers will be contracted to work the hours necessary to coordinate, plan and deliver the sessions. We expect these tasks to take approximately 3-4 hours per week.

From time to time, a worker may be asked to deliver a session during another Quaker event, e.g. a Meeting for Business or Away Day. These sessions will be paid separately, in consultation with the worker.

FEE: £50 per session, ideally to be paid quarterly on receipt of an invoice

LOCATION: Westminster Quaker Meeting House, 52 St. Martins Lane,
London WC2N 4EA (Some sessions may include local trips outside the Meeting House)

CONDITIONS: As this is a freelance role, the Children's Workers will need to be registered as self-employed (or willing to register) and provide a unique tax reference number on all invoices, confirming that they are responsible for their own tax and national insurance.

The Children's Workers will need to undergo an enhanced Disclosure and Barring Service check. References confirming the candidates' appropriateness for working with children and a clear DBS check will be necessary before the role commences.

We welcome applications from those of any faith or none. We expect the Children's Workers to be familiar with and sympathetic to Quaker values, worship and practice as well as willing to support children in exploring the Quaker faith.

About Quakers: Quakers are a faith group committed to working for equality and peace.

Quakerism is almost 400 years old. It's the common name for the Religious Society of Friends. It grew out of Christianity and today we also find meaning and value in other faiths and traditions. We recognise that there's something transcendent and precious in every person. Different Quakers use different words to describe this, but we all believe we can be in contact with it and encounter something beyond our individual selves.

Quakers don't use traditional religious structures or paid ministers. We share responsibility for what we do because everyone has a valuable contribution to make.

Quaker meetings for worship can be held anywhere, at any time. Every meeting begins in silence. We use it to open ourselves to the wisdom that comes out of stillness. It enriches us and shapes us, individually and collectively. This is what we mean by 'worship'.

To find about more, visit www.quaker.org.uk, although the only way to fully understand Quaker worship is to visit a Quaker Meeting, to which anyone is welcome.

About Westminster Quaker Meeting: Located in the heart of central London, Westminster Quaker Meeting House provides an oasis of calm for contemplation, reflection, meditation, healing and spiritual wellbeing. Although during the week the Meeting House is home to a varied and dynamic community of spiritual groups, healing practitioners and others. Sundays are reserved for Quaker activities, namely our Meeting for Worship from 11am – 12pm.

Meeting for Worship is followed by tea and coffee and a chance for fellowship between worshippers. Other activities often include shared lunches, Meetings for Business, worship sharings and planned talks.

Other weekday Meetings for Worship include Tuesdays 13.00-13.30 and Wednesdays 18.15-19.00.

About Westminster Children's Meeting: We have been running a Children's Meeting on the 1st and 3rd Sunday of the month for several years. We now have about 12 children who attend regularly, with an average attendance each week of around 6-8 children. Although the ages range from newborn to teenage, the majority of children are currently aged 3-6.

Children currently join in the silent Meeting for Worship for the first 10 minutes, before leaving for a separate Meeting in a nearby room. Leaders decide on a weekly basis if children are calm enough to rejoin the silent Meeting for the last 5 minutes.

Currently, the Children's Meeting is led by two volunteers from the meeting, including parents. Although parents of younger children often opt to stay in the Children's Meeting, we are aware of the importance of parents having time for silent worship.

The Meeting has been thrilled with the vitality that the children have brought to Westminster Meeting, and are committed to growing the ability of children and families to engage in the life of the Meeting. The Meeting has agreed to hire freelance Children's Workers in order to expand to weekly children's provision.

TASKS AND RESPONSIBILITIES: Jointly, the Children's Workers will be responsible for:

Planning and Coordination:

- To work with the Children's Committee to develop plans for the children's meeting, including thematic schemes and structures for how the children can best interact with the Meeting;
- To plan the weekly children's activities alongside volunteer(s) who will be supporting in the session
- To co-ordinate the rota of volunteers from the Children's Committee to ensure that at least two DBS-verified adults are always present – including cover by these volunteers when needed
- To co-ordinate permissions from parents for any trips outside of the building

Delivery:

- To plan and deliver creative and engaging activities during Meeting for Worship on Sundays 11am – 12pm.
- To ensure activities help children explore Quaker values, history and any topics currently being considered by the Meeting as a whole
- To ensure activities are targeted at the needs and ages of the group, working creatively to engage a wide age range
- To warmly welcome any newcomers, and ensure both children and parents know about the process for the Children's Meeting and Meeting for Worship
- To support children to report back to the whole Meeting about their activities at the end of Meeting for Worship

Reflection:

- To work closely with the Children's Committee to reflect on the successes of the children's programme and plan for any improvements
- To record activities and attendance weekly in the book provided
- To share with the Children's Committee and parents about the children's sessions, including any art work or photos produced

General:

- To keep abreast of guidance and ideas provided by Britain Yearly Meeting's national Children and Young People's Team, including subscribing to the monthly "Journeys Through the Spirit" bulletin.
- To seek information from parents regarding any health or support needs of their children
- To ensure excellent safeguarding and health & safety practice at all times.

PERSON SPECIFICATION

Candidates will need to be able to demonstrate the following experience, skills and capabilities:

- Substantial experience of planning and delivering group activities with children of all ages, particularly under 5s
- Experience of using a range of creative activities and discussion methods to engage children in exploring topics
- Experience of exploring value-driven topics with children, prioritizing children's thoughts and voices in responding to the activities
- Experience of working thoughtfully and effectively with parents and carers.
- Experience of leading on safeguarding and health & safety practice
- Excellent communication skills with both children and adults
- Experience of using a variety of technology to communicate with groups (eg Whatsapp, Google docs, etc.)
- Good organizational skills
- A passionate commitment to the well-being of children, including supporting individual spiritual and/or value development
- Ability to adapt plans to the needs of the group
- Strong sympathy with Quaker values, including a deeply held commitment to equality and inclusion.
- Willingness to learn and to seek out new information, guidance or practices that will help to enrich the experience of the children in the Meeting.

HOW TO APPLY

Please send your CV and a covering letter detailing how your skills and experience match the person specification to Westminster Children's Meeting Committee:

childrens@westminsterquakers.org.uk

We normally hold initial interviews on a Sunday afternoon.

We will review applications on a rolling basis.

For an informal chat about the role, please contact Joe on 07919 131565