

Children and Young People's (CYP) Worker role description

Objectives

Engage children and families in the life of Friends House Local Quaker Meeting (FHLQM) by:

- a) developing and delivering vibrant, welcoming, age-appropriate activities during Meeting for Worship on Sunday mornings, and
- b) promoting these activities to attract more participants.

Ensure that these activities are joyfully grounded in the Quaker testimonies of equality, peace, simplicity, truth and care for the environment, enabling the children to gain experience of Quaker worship.

Work in friendly collaboration with other adults from the Local and Area Meetings, and help ensure that children are involved as fully and equally as possible in the Meeting as a whole.

Tasks and responsibilities

- Plan and deliver activities for a CYP Quaker Meeting in the appointed room from 10.45am to 12 noon every Sunday morning.
- Twice a month, offer an extra 90 minutes of play or activities up to 1.30pm, so that parents and carers can participate in post-worship meetings.
- Plan, develop, run and review activities in collaboration with the CYP Committee of FHLQM.
- Co-ordinate the rota of volunteers from the CYP Team to make sure at least two DBS-checked adults are always present, including cover by the volunteers when the CYP Worker is on holiday.
- Make sure the sessions are appropriate for all age ranges
- Ensure that all the activities are truly enjoyable, led as much as possible by the children themselves, and in harmony with Quaker values and document them for future use.
- Supported by the CYP Committee, ensure the activities give the children an experience of Quaker testimonies and worship, always respecting the views and choices of the children and their families.
- Give a warm welcome to all newcomers, and work in close partnership with parents and carers.
- Obtain appropriate information about individual children, e.g. about any health or other specific needs, and seek permission from parents around eating and toileting.
- Maintain good relationships with parents and carers and communicate electronically in a timely manner about activities and events
- Bring the children and young people in to join the main Meeting for Worship for at least the last 10 minutes (at around 11.50am).
- In collaboration with the CYP Committee and Elders, occasionally organise all-age worship, where children are present throughout the adult Meeting for Worship.
- Ensure excellent practice in safeguarding and health & safety at all times.

- Reach out to bring more families into the Meeting, eg. by producing online and other promotional materials, by following Quaker networks to reach Quaker families, and by contacting children's services in the neighbourhoods near Friends House to reach local families.
- Keep accurate records about the CYP Meeting, e.g. of numbers attending, and produce occasional brief written reports and plans.
- Report to and be guided by the CYP Committee, meeting up to six times a year.
- Keep abreast of guidance and ideas from Britain Yearly Meeting (national Quakers), e.g. by subscribing to the "Journeys Through the Spirit" bulletin.
- Maintain a strong relationship with the London Children and Families worker to maintain best practices across London CYP meetings.
- Be an active member of the CYP team at North West London Area Meeting/Joint London Area Meeting.
- Meet with an appointed Line Manager at least four times a year.
- Uphold our commitment to being welcoming to LGBTQIA+ and neurodivergent people.
- Maintain accurate records of time spent in role and to submit timely invoices for payment to the appointed Line Manager and treasurer of Friend's House Local Quaker Meeting.

We expect the role to take between 15 and 20 hours per month.

Person specifications

- We are looking for someone who enjoys working with children and young people, who would be enthusiastic about supporting them to develop their Quaker faith. It is not necessary to be a Quaker to fulfill this role.
- We are looking for someone:
 - with good organisational skills
 - with basic administration and record-keeping skills
 - with warm interpersonal skills with both children and adults
 - who is confident using email and whatsapp
 - ideally, with experience of safeguarding procedures and best practice

The appointment will be subject to a satisfactory DBS check and two references, one of which must be able to comment on your engagement with children and/or young people. On appointment, you will need to obtain suitable insurance (which can be claimed as an expense), we can help you with this.

How to apply

Please send a written statement outlining your suitability and interest in the role to cypworkerfh@gmail.com

If you need further information, please also email cypworkerfh@gmail.com

Deadline: 31 June 2025
