



## THE RELIGIOUS SOCIETY OF FRIENDS (Quakers) IN BRITAIN

### THE SOUTHERN MARCHES AREA QUAKER MEETING

### CYFARFOD CRYNWYR RHANBARTH Y GORORAU DEHEUOL

Registered charity number: 1134528

**The Governing Document says,** *'The object of Southern Marches Area Quaker Meeting is the furtherance of the general religious and charitable purposes of the Religious Society of Friends (Quakers) in Britain in the area of Southern Marches Area Quaker Meeting and beyond.'*

**Quaker faith and practice** (5th Edition - London, 2013) is the current Book of Christian Discipline of the Yearly Meeting of the Religious Society of Friends (Quakers) in Britain and contains guidance on the right ordering of Britain Yearly Meeting of which Southern Marches Area Meeting is a constituent part.

It strengthens our witness as a religious society and encourages us in our living of the testimonies. It inspires us to action, corporately in our meetings or individually and in groups. It searches our spiritual depths and refreshes our spiritual life as individuals and corporately. It reinforces the sense of community in our meetings QF&P 6.01

*Our Governing Document refers directly to it for guidance and the way that we work. (See also <http://qfp.quaker.org.uk/> for an interactive version of Qf&P).*

Throughout this document the abbreviations; Area Meeting, AM and SMAQM refer to Southern Marches Area Quaker Meeting; BYM and YM refer to Britain Yearly Meeting and QF&P refers to Quaker Faith & Practice

The purpose of this document is to help SMAQM Nominations Committee with their discernment and to describe to Friends who are approached with regard to this role the extent of the role and the demands that it will place on anyone who is appointed.

### **Job/Role Description: Children and Young People's Advocate**

1. List of main responsibilities:

- Acting as an advocate for the need for children and young people's work, encouraging awareness and support for the needs of children and young people within the A.M.
- Encouraging awareness and support of the needs of children and young people within Local Meetings, especially where little engagement currently exists
- Attending Area meeting to help air and explore children and young people's issues
- Being part of the Area meeting children & young people's committee or similar group
- Advocating for children and young people's full participation in the life of meetings
- Promoting opportunities for people to explore their vision for children and young people's work
- Encouraging children and young people's work initiatives
- Offering resources and opportunities for training that exist to support children and young people's work
- Contacting, keeping in touch and supporting children and young people's volunteers
- Attending a meeting once a year with other Advocates in your region, organised by your Advocate Support person
- Attending occasional conferences and events for learning, motivation and support - this includes a triennial conference for Advocates
- Developing networks between neighbouring Area Meetings and with Friends in Wales and actively promoting and supporting joint initiatives like Link Groups and Summer Schools

2. Administrative tasks involved (e.g. preparation, reports, arranging meetings, records):

- Attending Area and Local Meetings when required
- Arranging Meetings with C and YP committees and others involved in the work locally
- Meeting other Children and Young People advocates
- Reporting to AM on developments, projects and local and national initiatives

3. Frequency, location and types of meetings involved:

- Frequency of meetings will vary according to requirements of the role
- Some travel across the A.M. and beyond is likely to be needed

4. Approximate monthly time commitment:

- Two days

5. Legal requirements, if any, relating to post:

- Safeguarding legislation and best practice guidelines
- A.M. Safeguarding Policy applies

6. Trienniums expected (and progression):

- One, with the possibility of being asked to do two

7. Training needed to start, and ongoing:

- Woodbrooke Courses on Work with C and YP are available
- Learning from previous post occupants

**Personal Qualities and abilities**

8. Personal qualities and skills needed:

- Good interpersonal skills
- The ability to work in an inclusive, creative and imaginative way
- A willingness to ask for help and support

9. Technical, computer use or administrative skills needed

- Ability to use IT is helpful, for example, email and word processing
- Record keeping and report writing related to C and YP activities

10. Experience needed, or desirable:

- Experience of working with children and young people will be helpful

11. Is membership required?

- Not essential but may be preferable

12. Knowledge of Quaker Business Method required?

- This is helpful but may be learned

**Support in place for the post holder after appointment**

13. Sources of support (including identified 'mentor/s'):

- A.M. Safeguarding Trustee, Officer and deputy
- Area Meeting Elder for CYP Advocate will offer help and guidance as needed
- An Advocate Support person who will keep in touch and arrange local meetings of Advocates to give advice and support
- Friends House Children & Young People's Staff Team
- National Conference every three years for meeting, sharing and learning with other Advocates.
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14. Quaker Faith and Practice references:

- References throughout QFP, including 4.38, 12.12, 12.13

15. Other helpful sources of information and guidance:

- Publications such as the Journeys in the Spirit Children and Youth editions; monthly and three times a year respectively. Local Contacts' list for your Area meeting – local subscribers to 'Journeys in the Spirit'.

16. Help with expenses:

- By request to A.M. Treasurer

**Comments and helpful information (e.g. from previous post holder)**

This is a role into which you can grow. You are encouraged to develop your own style and methods for being an Advocate. The list of tasks is a framework to help you do this. Seek clarity from Area meeting about what they want to achieve through this role. There are important strands to the role of Advocate but how you do the activity will vary according to

who you are and how your Area Meeting works.

Think about your first steps and take your time. See this as part of your own spiritual journey, an opportunity for your own learning and growth.

You don't have to do everything, so be realistic and kind to yourself

**Date: 10/02/2017**