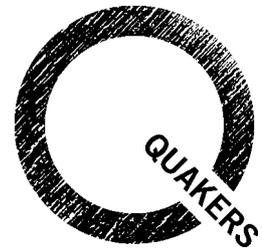


# Britain Yearly Meeting Quaker Life



## Role Description for Quaker Centre volunteers

---

The Quaker Centre comprises of the worship space, cafe and bookshop on the ground floor of Friends House. It is designed to enhance and nurture the spiritual life of Quakers and those wanting to know more about Quakers. It is one of the main public spaces of Quakers in Britain and as such provides an important opportunity for outreach as well as a meeting place for Quakers visiting London and a point of direct contact with the public.

---

### **Vision for Quaker Centre volunteering**

To extend a Quaker welcome to both Quakers and non-Quakers visiting Friends House. For all visitors to be able to get what they need from their visit to the Quaker Centre.

---

### **Aims for Quaker Centre volunteering**

For Quakers to feel welcome in Friends House and be able to connect with Friends House staff, other Quakers and available resources.

For non-Quakers to feel welcome in Friends House and to gain a sense of what it means to be a Quaker through their experience in the Quaker Centre.

For Enquirers to feel welcome in Friends House and to be able to easily access information about Quakers and the Quaker way.

For Friends House staff to be supported in their work and connected to visitors to the building without unnecessary distraction.

For Quaker Centre volunteers to develop a greater knowledge and understanding of Quakers in Britain and Britain Yearly Meeting's centrally funded work

---

### **Main tasks for Quaker Centre volunteers**

The role of Quaker Centre Volunteer is key to the effective offer of a Quaker welcome at Friends House and includes the following tasks:

**To provide a point of contact** for visiting Friends, those exploring Quakerism and casual visitors to the Quaker Centre. To this end volunteers will

- be willing to engage in conversation with visitors
- respond to requests and deal with or refer on as relevant
- make use of online information resources
- develop a working knowledge of available resources

**To respond to requests for outreach resources and information** from Enquirers or Quakers. To provide resources and information as appropriate and keep records of what has been given out/number of people spoken to.

**To undertake other relevant tasks** which support the Quaker Centre and Friends House being experienced as a welcoming Quaker place for visitors, customers and staff. These include, replenishing leaflet stocks throughout the building, making displays, tidying public spaces and supporting worship opportunities.

---

---

## **Commitment required**

In order to provide cover throughout the week we ask that volunteers agree to a regular session time each week. Currently volunteer sessions are arranged within the opening hours of the bookshop. This can be flexible and we understand that there will be occasions when you can't attend due to holidays, illness and other commitments. We ask that you give as much notice as possible for absences.

The Quaker Centre bookshop is open

Monday – Friday: 10am – 5pm

The Quaker Centre cafe is open

Monday to Friday: 8am - 8pm

Saturday: 8.30am - 3.30pm

On occasion there are opportunities for volunteers to support special events (visits from local meetings or Quaker Centre public events) on an ad hoc basis.

Occasional volunteer meetings are arranged for the purposes of training and team building, which you are encouraged to attend. The times for these are varied to enable as many people as possible to attend.

It is expected that each volunteer will be meet with the Quaker Centre volunteer co-ordinator on a one to one basis for supervision and support once every three months. This will be an informal meeting and take place during your usual session time.

---

## **Other information**

Volunteers will be expected to take part in induction and training for the role.

Volunteer travel expenses to and from the Quaker Centre for a session or volunteer meeting will be met. At each session volunteers are also provided with a free meal and tea/coffee.

Volunteers are expected to act as responsible ambassadors for Quakers and to work within Friends House and Britain Yearly Meeting policies.

Britain Yearly Meeting's Policy for Volunteer Involvement and Safeguarding Children and Vulnerable Adults Policy are particularly relevant to the role and copies are provided to Quaker Centre volunteers at the start of their service.

Paid staff are responsible for running the café and the bookshop and volunteers will not be expected to take on these responsibilities or to handle cash. Volunteers are asked to replace/renew flowers in the worship space and encouraged to help clear tables at busy times.

Volunteers will not ordinarily be left on their own without staff support while they are fulfilling their service in Friends House.

**For more information please contact [outreach@quaker.org.uk](mailto:outreach@quaker.org.uk) or 020 7663 1017**