

## Job Description Resident Education Worker- 16 hrs/week

(version 22 Nov 2023)

Everybody contributing to Braziers Educational work is expected to work as part of the team, and be open to re-negotiating the allocation of responsibilities in line with each other's capacities, skills, and interests.

Job title	<b>Resident Education Worker</b>
Team	Education Team
<b>Main purposes of job</b> <ol style="list-style-type: none"><li>1. To facilitate the development of Braziers' education offering.</li><li>2. To ensure that Braziers' Education reaches out to our Members, Associates, our wider community, and the public.</li><li>3. To embody the founding ethos of Braziers in our education provision</li><li>4. To collaborate with rest of the Education Team and the Community Meeting to develop and enhance our education programme</li></ol>	<p>Deliver the Society's educational aims, with a dynamic programme of events.</p> <p>Build an annual programme that reflects the spirit of the people contributing to Braziers at any one time and balances that with the need to project a recognisable public engagement programme.</p> <p>Bring researchers' and ACRE residents' skills and ideas into fruition where possible so that their presence enhances Braziers' educational programme.</p> <p>Be a link between the Community Meeting and the Education Committee and others, by synthesising ideas and opinions expressed by both groups into a cohesive whole.</p> <p>Periodically convene groups and conferences to canvass opinion from the wider community, Members and Associates.</p> <p>Assess support and training needs of residents and volunteers, and bring forward proposals to meet those needs.</p> <p>Organise the provision of any in-house training and structured education</p>
<b>Key tasks</b> <ol style="list-style-type: none"><li>1. Plan and agree the programme</li><li>2. Engage tutors and encourage residents, ACRE residents and other community members to participate</li><li>3. Promote Braziers' courses</li><li>4. Participant care</li></ol>	<p>Collaborate with the Office Team and the Community Meeting to plan our annual calendar along agreed lines.</p> <p>Work with your colleagues and the Committee of Management to agree course and accommodation fees and concessions.</p> <p>Schedule courses on appropriate weekends, understanding any resource limitations.</p> <p>Work with existing tutors and outreach to new tutors. Encourage residents to become tutors offering smaller sessions within established courses or longer courses.</p>

<p>5. Tutor care</p> <p>6. Liaise with colleagues over the smooth running of courses</p> <p>7. Keep records</p> <p>8. Work with volunteers</p>	<p>Create a promotions strategy and work with the Office and Education Teams to deliver it. Monitor successes and feed back into future strategies.</p> <p>Provide support and resources to tutors before and during their courses. This will often entail being at Braziers at the start of the course."</p> <p>Check insurance details with tutors. Check tutor qualifications where appropriate. Ensure that tutors file risk assessments. Take registers as required. Request DBS clearance if working with vulnerable adults. File all paperwork.</p> <p>Liaise with tutors who convene courses which have a confidential or emotionally intimate nature: Ensure that tutors are well grounded &amp; able to handle and contain emotionally charged situations.</p> <p>Liaise with the Facilities Convenor and your Hospitality colleagues to ensure appropriate resourcing of the courses and events.</p> <p>Create post-event questionnaires. Keep records of formal and informal learning. Collaborate with the Social Accounting group.</p> <p>Work with volunteers and other residents when appropriate and ensure they are following H&amp;S regulations. Keep a record of all training given.</p>
<p>Key results/objectives</p> <p>1. Creating a public engagement programme and facilitating community learning, working through the Education Team and Community Meeting</p> <p>2. Collaboration with the informal Social Accounting group to demonstrate outreach and reporting to the AGM</p> <p>3. Meeting our charitable aims and our Society's Objects through our education provision</p> <p>4. To live and work in a harmonious, self-managing group</p>	<p>It is expected that annual programmes, feedback documents and anecdotal records will be their own indication of success Provide an annual report to the AGM, including evidence of increased outreach.</p> <p>It is hoped that the Community's ambition of community-inspired education becoming the mainstay of Braziers' Hospitality income will bear fruit: demonstrating annual progress towards this is important.</p> <p>Attend morning meeting on workdays. Be prepared to lead morning meeting once a week.</p> <p>Attend area meetings and at least 80% of weekly Community Meetings. Attend training and induction sessions as necessary. Demonstrate a commitment to community living by abiding by the Braziers Park <i>Code of Conduct</i> and <i>Expectations of being a member of the Resident Community</i>. Although it is expected that most of your working hours will be engaged in your primary role, you may at times be asked to support our courses and venue activities in other ways, for instance hosting guests and keeping public rooms clean during guest weekends. We have periodic open days and all residents and workers are expected to contribute to these. Learn about and help to develop, through the Sensory/ Executive process,</p>

	the aims of Braziers Park School of Integrative Social Research (BPSISR)
Responsible for staff/equipment	As a community, we share responsibility for each other's emotional and physical wellbeing. All residents share responsibility for the furniture, fittings, equipment, and other property belonging to BPSISR and for the security of buildings.
Reporting to...  Education Team Community Co-ordinator Community Meeting	You will work in collaboration with the Community Meeting, the Education Team and the Office Team You will share the responsibility to co-manage effectively through the Community Meeting.  You will be employed by BPSISR Trustees (Committee of Management). CoM will expect you to complete timesheets and attend periodic review meetings. CoM rarely does so, but reserves the right to directly manage your job role.

### November 2023

This post has been vacant for much of 2023, with different people doing parts of the job, but we currently have an interim Education Convenor putting in place many of the courses and tutors for the first part of 2024.

The Team includes Chair of the Education Committee, currently vacant;

Our 'Admin & Events' worker, who is in our office four days/week;

And a website editor, who works remotely.

### **Braziers Park – Person Specification – all roles**

Braziers Park is a community, a residential college and an architectural treasure hidden deep in the South Oxfordshire countryside in an Area of Outstanding Natural Beauty. It was founded in 1950 as an educational trust and is a continuing experiment in the advantages and problems of living in a group. Community members share responsibility for running the house (a Grade II\* listed building), other cottages and outbuildings, 55 acres of land, including an organic kitchen garden, facilitating courses and organising events assisted by visiting volunteers from around the world.

The ideal person for us:

- Can offer us a useful skill set and is keen to learn;
- Wants to be part of the roller-coaster life of the community;
- Doesn't mind breakfast with strangers, or clearing a blocked drain;
- Is open to new experiences;
- Wants to care for Braziers' house and grounds;
- Is brave enough to do the hard work sometimes;
- Is interested in non-didactic education;
- Aspires to further Braziers' research on Community living, and
- Is making a positive, forward-looking choice to join a community.

A successful candidate for any of our jobs will be able to demonstrate potential competence in all of the key tasks identified on the relevant job description through qualification, experience or other means. That said, we understand that potential comes in many forms: past experience and qualifications are not everything and some 'learning on the job' is possible. So try us: your enthusiasm may bowl us over! We are definitely looking for people who want to be part of our community, not just employees. Being part of the community means attending our morning planning meeting, work-area meetings and the weekly

Community Meeting, open to all residents and workers. These meetings will be in work time, but we would strongly hope that you would voluntarily attend either our online or house sensory meetings too. Being part of the community means being prepared to do a bit extra to make life a bit better for everyone. It may mean cleaning a shitty loo. It may mean playing volleyball in your lunch hour or offering your party trick at a Wider Community Weekend. It will also mean having lunch with strangers, chatting with course participants and being an advocate for community life to our visitors.

Community life can be very rich and rewarding. It can also be difficult. Living so closely with people, their little idiosyncrasies can annoy you and get you down. Sometimes you can shrug things off, but at other times you have to be brave enough to do the reconciliation work. Some people are attracted to community life when their outside life isn't working. This isn't always the best of reasons: please come to community life when it's your first-choice way to live, not the least bad option.