



FWCC World Office



Europe & Middle East Section

## **Organisational Assistant**

**Friends World Committee for Consultation (FWCC)**

**World Office (WO) and Europe and Middle East Section (EMES)**

**April 2017 through December 31, 2019**

FWCC is seeking a Friend to serve as an Organisational Assistant to work fulltime to support both the World Office and EMES. We are looking for a friendly, capable organizer who can work within a European and world context of Friends, to manage communications (websites, social media, newsletters, annual reports), manage events, and to support fundraising and database supervision. Some travel required. Working knowledge of technology essential. Fluency in a second language is essential and knowledge of other languages is desirable. The person can work out of the London office in Friends House but other locations may be considered.

Salary: £29,000 to £32,000 per annum if London based

Job description and information pack, please contact Kim Bond at [kimb@friendsworldoffice](mailto:kimb@friendsworldoffice) or visit [www.fwcc.world](http://www.fwcc.world).

To apply, send CV and covering letter detailing your qualifications and experience by February 28 to:

Gretchen Castle and Marisa Johnson  
173 Euston Road  
London NW1 2AX

Email: [gretchenc@friendsworldoffice.org](mailto:gretchenc@friendsworldoffice.org)

Phone: 020 7663 1197

Application deadline: 28 February 2017

Interview date: 24 March 2017

Hire date: from 18 April or soon thereafter



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## **Friends World Committee for Consultation**

### **Connecting Friends, Crossing Cultures, Changing Lives... through Faith**

The purpose of the Friends World Committee for Consultation is to encourage fellowship and understanding among all the branches of the Religious Society of Friends. The Quaker community circles the globe, spanning a rich diversity of regional cultures, beliefs, and styles of worship. FWCC programs unite Friends around the world through shared worship and Spirit-led fellowship.

In 1937 after years of concerted work to reconnect a fragmented Quaker world, the Second World Conference of Friends, held in Swarthmore, Pennsylvania created FWCC “to act in a consultative capacity to promote better understanding among Friends the world over”. No other organisation exists which links together yearly meetings all around the world, supports the International Membership Program for isolated Friends, and represents Friends at the world level. FWCC creates a sense of belonging and unity for Friends, and gives Friends greater opportunity to speak with a collective voice in the world.

#### **World Office**

Located in London, the FWCC World Office supports and connects the work of the four Sections: Europe and Middle East Section, Africa Section, Section of the Americas, and Asia West-Pacific Section. The World Office organizes the World Plenary Meetings every 6 to 8 years, bringing representatives and other Friends from yearly meetings together. It also gives strength to the network of Friends through the internet, social media, and digital storytelling. Representing Friends at the world level, FWCC holds the highest consultative status at the United Nations, and appoints Friends from all Sections to the governing committees of the Quaker United Nations Offices in Geneva and New York. FWCC represents Friends at ecumenical and interfaith events at the world level, lending the Quaker voice to statements from the United Nations and from faith groups.

#### **Europe & Middle East Section**

The FWCC Europe & Middle East Section (EMES) was established in 1938 and now consists of 12 Yearly Meetings, 2 Monthly Meetings and 14 worship groups. Events such as the Annual Meeting, occasional International Family Gatherings, border meetings, seminars, peace and service consultations, the Quaker Youth Pilgrimage, and other activities, encourage mutual understanding, leading towards the greater involvement of Friends. Two booklets, Meeting the Spirit and Friendly Advice on Quaker Ways, have been produced and there is a newsletter, Among Friends, published three times a year. A small Executive Committee, assisted by the Executive Secretary, ensures communication within the Section and with other Quaker bodies and individual Friends. Among many other different interests, the Section also focuses on justice, peace and service issues.

Europe & Middle East Young Friends (EMEYF) are well-established, cooperating within the Section but remaining fully autonomous.

#### **FWCC Mission Statement:**

*Answering God's call to universal love, FWCC brings Friends of varying traditions and cultural experiences together in worship communications, and consultation, to express our common heritage and our Quaker message to the world.*