



# Family Federation for World Peace and Unification

43 Lancaster Gate, London W2 3NA, UK

Tel : +44 (0) 20 7723 0721

Email : [hq@ffwpu.org.uk](mailto:hq@ffwpu.org.uk) Website: [www.familyfed.co.uk](http://www.familyfed.co.uk)

## Job Description

Job Title	Warden
Department	Holy Oak Memorial Woodland
Reports to	Chair of Holy Oak Memorial Woodland Committee
Work Schedule	10.5 hours per week  Due to the nature of this position, the post holder must have a flexible approach to working hours and weekend & bank holiday duties.
Location	Holy Oak Memorial Woodland
Annual Salary	£6,006
Start Date	Immediately

Deadline for Application : Friday, 10 June 2022

## Position Summary

FFWPU UK is looking for a hard-working, honest, dependable and self-motivated individual to take on the position of Warden to be responsible for ensuring that Holy Oak Memorial Woodland is clean, attractive, well maintained, all facilities are in good working condition, and all areas are clutter-free. The postholder is also responsible for record keeping of the Holy Oak Memorial Woodland operation. The postholder is expected to help with preparation for Seonghwa and other events at the site.

## Responsibilities and Duties

- Maintenance of the site which includes Holy Ground, the woodland and the hall
- Making sure that the site is safe and secure for all visitors
- Ensuring all equipment, fixtures and fittings are in proper working order and compliance with standard operating procedures and safety standards
- Taking care of other things like maintenance of the toilets, etc.
- Record keeping of the Won Jeon graves, etc.
- Bookkeeping for the payment records and booking/selling graves.
- Preparation for Seonghwa and Won Jeon Ceremonies
- Relating with the next of kin to organise ceremonies, etc.
- Preparation for Sunday Service or any other meetings at the site
  
- Any other duties as requested by the Committee, or the local pastor, to help manage the efficient, timely and dignified operation of the Holy Oak Memorial Woodland

## Essential Qualifications, Experience and Skills

- Knowledge of record keeping and bookkeeping



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- Knowledge of the methods, tools and practices used in the building and gardening trades
- Knowledge of the occupational hazards and safety precautions of the trades involved
- Effective organisation and communication skills
- Good inter-personal skills
- The ability to use initiative and prioritise workload to meet targets and deadlines
- The ability to follow instructions and work with little or no supervision
- Knowledge of Zoom and other office systems (this can be trained)

## Desirable Qualifications, Experience and Skills

- Previous experience working in maintenance or gardening is an advantage
- The position of Warden is conceived as a combination of spiritual and physical missions.

## Personal Attributes

- Self-motivated
- Good team worker
- Honesty and reliability
- Conscientious and methodical
- Strong commitment to high quality
- Empathy with the work of FFWPU UK

## Position Dimensions

The postholder has no direct line management responsibility for FFWPU UK employees and volunteers, however he/she will need to be able to recruit volunteers and other help as needed. He/she has responsibility to operate within the annual budget set by the committee, but must be able to take initiative and flag up costs and needs not anticipated.

## Physical Demands, Work Environment and Travel Requirement

The physical demands and work environment characteristics described here are representative of those that must be met to successfully perform the essential functions of this position.

**Physical Demands** : While performing duties of this position, the postholder is required to stand; walk; sit; use hands to fingers, handle or feel or control objects; reach with hands or arms; and talk and hear. In addition, the maintenance of the grounds requires an ability and willingness to take on moderately challenging physical activities.

**Work Environment** : The noise level in the work environment is usually moderate. Ear and eye protection and protective clothing must be used when operating power machinery.



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Travel Requirement : This position requires that the successful applicant resides close to Holy Oak Memorial Woodland.

## Risk Management

All staff members have a responsibility to manage risk within their sphere of responsibility. It is a statutory duty to take reasonable care of their own safety and the safety of others who may be affected by acts or omissions.

All employees, volunteers of FFWPU UK are required to be risk aware, readily able to identify risks faced by you and by FFWPU UK in the course of your day-to-day duties. Where a new risk is identified, it is to be reported to your Line Manager or the Director of Operations.