



# 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.um-uk.org](http://www.um-uk.org)

## Job Description

Job Title	HARP Manager
Department	Youth and Young Adults
Reports to	Assistant National Director
Work Schedule	12-16 hours per week  Due to the nature of this position, the post holder must have a flexible approach to working hours: seasonal variability may involve weekend & bank holiday duties; a commitment to 3 residential workshops is expected
Location	Based at 43 Lancaster Gate, London W2 3NA, mostly working from home
Salary	£11.91 per hour
Start Date	Immediate

## Position Summary

FFWPU UK wish to recruit a confident and creative individual to serve as the HARP Manager who will oversee the development of existing and novel projects that educate based on the teachings of Sun Myung Moon and Hak Ja Han and build fellowship amongst an adolescent target audience, including but not exclusive to the children of Unificationist blessed families. The postholder must have excellent communication and interpersonal skills together with experience in developing youth programmes, workshops, seminars , etc.

This is a superb opportunity for someone who is committed to delivery and development of education in FFWPU UK. There is reasonable flexibility to adapt the role to the right candidate's skills, enthusiasm and vision.

## Responsibilities and Duties

- Coordinating the 2021/22 Winter HARP Workshop (the primary pilot project of the initial probationary period)
- Managing the coordination of the 3 main HARP workshops during the Easter, Summer and Christmas holidays
- Managing the teams responsible for delivering the existing HARP projects:
  - monthly HARP worship services
  - monthly brothers / sisters evenings
  - monthly educational Sandwich Sessions
- Develop new teams that can develop new projects e.g. outreach



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- Communicate with pastors about the development of pastoral care for adolescents and local HARP activities
- Work with other departments to support their educational objectives:
  - Blessed Family Department – including the the Blessing Information Days and the Il Shim Programme (both for adolescents and their parents)
  - Education Department – seek consultation for all educational programmes, especially to create a 3-year repeating curriculum for all HARP workshops and programmes
  - HARP - purity & character education
- Publicise materials, programmes and courses together with the FFWPU Communications Officer, as well as communicating directly with parents, pastors and adolescents through the Breeze management system about projects and programmes

## Essential Qualifications, Experience and Skills

- Experience in planning, developing and delivering workshops or programmes for youth
- Experience and awareness of FFWPU UK's children and youth work contexts
- Experience of, or the ability to engage with, virtual educational programmes
- Ability to recruit and support speakers and staff with regard to workshop content, record keeping, evaluation, etc.
- Strong organisational and administrative skills
- Good IT skills and ability with word processing, design and presentation software
- Ability to work in a team as well as on your own initiative
- Flexibility with working hours and ability to travel, with some trips necessitating overnight stays

## Personal Attributes

- This role is subject to an Occupational Requirement (OR) that the successful applicant is a practising FFWPU member who is committed to the values, beliefs and behaviours set out in the teachings of Sun Myung Moon and Hak Ja Han
- Strong commitment to FFWPU's mission, vision and values
- A "hands on" person who is also capable of strategic thinking and planning
- Willing to work within the FFWPU structures and procedures
- Self-motivated with an engaging level of enthusiasm
- Self-confident and credible, with a voice of authority as appropriate
- Capacity for self-reflection and a commitment to accountability, learning and personal growth
- Willing to generate and develop ideas and new ways of working

## Job Dimensions

The post holder has line management responsibility for FFWPU UK employees and volunteers. He/she has budgetary responsibility.



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## 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 job.

**Physical Demands:** While performing duties of this job, employee 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.

**Work Environment:** The noise level in the work environment is usually moderate.

**Travel Requirement:** This post will require occasional UK travel, which may involve some overnight stays.

## Risk Management

All staff 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.

As an employee of FFWPU UK, you 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 employment. Where a new risk is identified, it is to be reported to your Line Manager.