



# 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	Director of Education
Department	Education
Reports to	National Director
Work Schedule	Number of Working Hours : Negotiable  Due to the nature of this position, the post holder must have a flexible approach to working hours and weekend & bank holiday duties.
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 Director for the Education Department to provide high-quality education and training of the teachings of Sun Myung Moon and Hak Ja Han to deepen the hearts and fortify the mission of our members. The postholder must have excellent communication and interpersonal skills together with experience in identifying educational needs and developing training 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

- Coordinate the dissemination of the teachings of FFWPU i.e. the Divine Principle and the teachings of Sun Myung Moon and Hak Ja Han
- Research, organise and catalogue existing educational materials
- Create new educational materials (online, video, printed manuals & booklets) for study in the family or in home groups that deal with a variety of topics for a variety of target audiences, with an urgent priority for these materials:
  - modular introduction to the marriage blessing
  - introduction to the Divine Principle
- Ensure that all educational materials can be accessed consistently
- Work with other departments to support their educational objectives:
- Coordinate & develop education within the structure of FFWPU to raise staff, particularly in the arena of pastoral care
  - Research and endorse good courses for training & development



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- Create a series of courses (perhaps online or in person) for modular pastoral care training e.g. preaching, confidentiality, how to support births/deaths/marriages, etc.
- Plan and deliver a calendar of workshops throughout the year - both residential and non-residential - that fulfil the above objectives
- Publicise materials, programmes and courses together with the FFWPU Communications Officer

## Essential Qualifications, Experience and Skills

- Educated to degree level or above
- Experience in planning, developing and delivering workshops or training
- 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 with regard to workshop content, record keeping, evaluation
- Ability to maintain and ensure appropriate resources
- 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, despite the occasional frustration
- 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.