



**Quaker
Council for
European
Affairs**

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Quaker House Warden in Brussels, Belgium.

The Quaker House Warden is an unpaid live-in role for a fixed term of one year, ideally starting in September 2026, providing a continuous residential presence in Quaker House.

While the Warden resides in the house, the formal workload is approximately 8 hours per week, focused on light practical support, hospitality and occasional response to minor practical issues during presence in the house.

1. Live-in presence & atmosphere:

- Live in Quaker House and contribute to a calm, friendly, and welcoming atmosphere
- Be available as a resident contact person in the house
- Support a respectful and Quaker-aligned environment in the house
- Offer light practical support or reassurance in response to minor day-to-day issues

2. Support for house use, events and lettings

- Assist with preparation and resetting of rooms for meetings and events
- Occasional evening and weekend presence linked to house use or events
- Ensure shared spaces are left tidy after use
- Support access to the building for external groups or visitors when staff are not present
- Provide light practical help during events (e.g. orientation, simple setup or closing tasks)
- Prepare tea and coffee for meetings and gatherings when required

3. Light household tasks

- Ensure the house is left secure when required (doors, windows, basic checks)
- Respond to small, immediate practical issues within the scope of the role during presence
- Maintain general tidiness of shared spaces when necessary, notice issues and report maintenance or supply needs
- Assist with immediate practical needs in the house environment

4. Practicalities

- Live-in position with continuous residence in Quaker House, starting ideally in September 2026.
- Accommodation in a 2 bedroom flat in Quaker House for 500 EUR per month, utilities included.
- The position will be supervised by the QCEA Office Manager
- Tasks distributed flexibly depending on house activity and availability of the other members of the QCEA team
- Applicants must have the right to live in the EU

To apply send a letter of interest, including relevant experience to Monica Espinoza the QCEA office manager at administration@qcea.org . For more information use the same address.