**Turning the Tide Programme Coordinator**

Dear Applicant

Thank you for your interest in the above post. The job information pack contains the following information:

* Job description and person specification
* Application form
* Background information
* Equality opportunities statement

You must ensure that you address all the criteria set out in the person specification for the post.

The personal information that you have supplied will only be used for recruitment and selection purposes. You should refer to the Privacy Notice on our website, which sets out how BYM will deal with the personal and sensitive data you have provided in your application form and supporting information.

We would be grateful if you could also complete the Equality and Diversity Monitoring Form. The principles of equality and diversity are important to Quakers in Britain in all aspects of its work. The information you provide will help us to monitor and refine our employment practice and respond to the needs of the diverse range of people that our organisation comes in to contact with. The personal data provided will be kept securely by HR and will not be shared with any member of the selection panel.

Please ensure that we receive your completed application in our office by the closing date. We do not accept CVs as an application for posts, but you can attach your CV to the application form if you wish. You should email your completed application to [quakeremploy@quaker.org.uk](mailto:quakeremploy@quaker.org.uk) The **closing date** for receipt of application forms is **6 March 2019** at **10am.** Interviews will be held at Friends House on **13 March 2019.**

Due to the high volume of applications we receive, we do not send individual acknowledgement of applications. We will only contact candidates who have been shortlisted for an interview. If you do not hear from us within two to three weeks of the closing date, your application has not been successful on this occasion. Your application form and supporting details will be kept as legally required for six months in case of a dispute, and thereafter will be destroyed.

Thank you for your interest in the post, we look forward to receiving your application.

**Job Description**

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| **JOB TITLE:** Turning The Tide Programme Co-ordinator  **REPORTING TO**: Turning The Tide Programme Manager  **DEPARTMENT**: Quaker Peace & Social Witness (QPSW)  **CONTRACT:** Part-time 4 days/ week (0.8FTE)  **DATE**: January 2019 |

**Job Purpose**

Turning The Tide (TTT) is a Quaker programme working alongside people to bring about imaginative, nonviolent action for positive social change.

Turning the Tide works with Quakers and externally with networks and partners who are focussed on nonviolent peacebuilding and social justice in Britain.

This role will lead on the Quaker-facing work, working closely with QPSW colleagues and supported by the Programme Manager to:

* Excite and engage more Quakers to take collective, nonviolent action for positive, peaceful change.
* Support Quakers to contribute to inclusive communities and wider social change movements through facilitation, training and ongoing accompaniment and support.

**Key Accountabilities & Main Tasks**:

* Negotiating and planning collaborative projects with colleagues on issues which might include forced migration, peace and disarmament and climate justice
* Organising workshops, courses and events on TTT themes, working collaboratively with QPSW colleagues, partner organisations and participants.
* Working with the programme manager to trial methods of supporting collective action from: working with groups developing networks, finding organisations to collaborate with, facilitating retreats.
* Working creatively with volunteers and networks of active Quakers and others
* Listening and responding to emerging needs from Quakers and colleagues
* Working with colleagues to contribute to the development of the TTT website, blog and other communications. Contributing to internal and external communications about the work.
* Contributing to developing resources in relation to nonviolence and spiritual activism.
* Gathering and processing data and feedback from colleagues and participants to help us to reflect on progress and further develop the work
* Writing and contributing to reports to Quaker governance committees.
* Contributing to the shared spiritual and professional life of the department and the organisation.

**Intellectual Demands**

The postholder will be expected to listen, analyse and develop creative approaches and activities to support collective action through facilitation, participatory training etc. They will also need to lead on project planning and running activities – working collaboratively, ensuring good communications, and effective monitoring, evaluation & learning.

**Judgements**

The postholder is expected to be self-reliant and able to operate within the strategic work plan and without administrative support. They will need to decide on and deliver workshop content and design.

**4. Use of Resources**

The postholder has responsibility for working within the programme budget, including:

* Budgeting for and managing costs for individual workshops, courses etc.
* Volunteer support and development.
* Developing the TTT website.
* Maintaining a small nonviolence library.

1. **Communications**

* Internal (50%): primary contacts are with the Turning the Tide Manager and other colleagues in QPSW.
* External (50%): primary contacts are with Quakers (including Young Quakers), volunteers, other groups/organisations and members of the public interested in the work.

**6. Physical Demands & Co-ordination**

* High levels of sustained concentration whilst facilitating workshops.
* Extensive VDU use.
* Physical challenges such as travelling with equipment, preparing workshop spaces by moving furniture, etc. This can be mitigated through reasonable adjustments if necessary.

**Working Conditions and Emotional Demands**

* Facilitation requires empathy, flexibility, assertiveness and resilience to engage with complex group dynamics, including conflict and power.
* Creating and nurturing good relationships is part of this role, which can be emotionally demanding.
* Comfortable with developing and piloting new approaches.
* As the postholder may be required to work with young people, a DBS will be required.
* Occasional work away from home and outside normal office hours (five to ten weekends a year may be affected and time off in lieu can then be taken).
* Need for ‘sensitivity’ and cultural adaptability.

**OTHER RESPONSIBILITIES:**

* Responsible for ensuring that Britain Yearly Meeting’s Equal Opportunities Policy is adhered to in all aspects of the role.
* Responsible for ensuring that Britain Yearly Meeting’s Health & Safety and Safeguarding policies are adhered to at all times.
* Responsible for ensuring that Britain Yearly Meeting’s commitment to sustainability is upheld in all aspects of the role.

**BRITAIN YEARLY MEETING**

**PERSON SPECIFICATION**

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| **Job Title:** Turning the Tide Programme Co-ordinator  **Department:** Quaker Peace & Social Witness  **Date:** January 2019 |

**ESSENTIAL KNOWLEDGE**

* Demonstrable knowledge of nonviolence and civil resistance in social change.
* Demonstrable knowledge of the issues that concern Quakers relating to equality, peace, sustainability and justice.
* Understanding of popular education principles and participatory facilitation/training methods.

**ESSENTIAL EXPERIENCE**

* Proven and varied experience of facilitating workshops and/or training programmes.
* Proven and varied experience of organising grassroots campaigns (e.g. social justice, peace, environmental, community-led or related) using nonviolent methods.
* Experience of organising the logistics and managing resources for events, training, workshops, supporting groups plan for action etc.
* Ability to design, deliver and monitor projects without close supervision.
* Experience of working with volunteers.

**ESSENTIAL SKILLS**

* Excellent interpersonal skills, with the proven ability to communicate and build effective relationships and collaborative partnerships/networks.
* Strong skills and sensitivity in working inclusively and co-operatively.
* Creativity in adapting and developing new training/workshop resources.
* Skills in using communications tools for social change, including websites, blogs and social media.

**DESIRABLES**

* Experience of facilitating nonviolence/civil resistance training/workshops.
* Experience of Quaker activism or other forms of spiritual/faith/values based activism
* Experience of working with diverse age groups, including young people.

**Background Information**

*Turning the Tide* (TTT) is a programme within Quaker Peace and Social Witness (QPSW), a department of Britain Yearly Meeting (BYM).

TTT has two staff: a programme manager, based in Yorkshire and sometimes BYM offices (4 days/ week) and a programme coordinator based at the BYM offices in London (4 days/ week).

The programme coordinator is line managed and supported by the programme manager, and also works closely with colleagues across the department. Other QPSW programmes include peace education and peace campaigning, crime, community and justice, economic and climate justice, and forced migration. TTT work is guided by a steering committee of Quakers.

TTT was founded in 1994 as a programme for advising and training groups in how to use *active nonviolence* for social change, as a component part of QPSW's work on peace. For Quakers, and many others, nonviolence is a spiritual calling to eschew violence and be compassionate in all conditions. TTT recognises and values the broad spectrum of nonviolence and civil resistance understanding and approaches. In TTT, nonviolence is reinforced by the Quaker peace testimony. <https://www.quaker.org.uk/peace-testimony>

TTT recently re-stated its vision of contributing to a more peaceful and just world where people feel empowered to act together to resist/transform violence and wage peace, through nonviolence and creative civil resistance.

TTT believes that finding hope and agency to undertake effective, creative nonviolent action in times where the challenges facing humanity are increasingly urgent. We want to contribute to more people waging peace (making change) through finding creative and effective ways to resist & transform violence using nonviolence.

We are in a process of change, and are exploring new partnerships with networks and groups who are working to tackle division and violence, and to build a sustainable peace in their communities. The programme manager will lead on external facing work and the programme coordinator will work closely with QPSW colleagues to enhance their work in supporting Quaker meetings and activism – working creatively and experimentally to understand the needs of Quakers and to enhance and amplify their work for social change.

**Equality Monitoring Form**

**Policy**

Britain Yearly Meeting is a Quaker organisation and seeks to live up to the Quaker Testimony to Equality in its employment practices. It is our policy to ensure that no job application or employee receives less favourable treatment on the grounds of race, age, colour, ethnicity or national origin, religious beliefs, sex, transgender, sexual orientation, disability, marital or civil partnership status, political beliefs, membership or non- membership of a trade union or any other factor irrelevant to the selection process. Selection procedures are reviewed to ensure that individuals are selected, promoted and otherwise treated on the basis of their relevant skills and abilities.

**Monitoring**

In order to ensure the continued development of this policy, all applicants are asked to complete the details below. This information will be solely used for monitoring purposes and will be treated as confidential and will be separated from your application form on receipt and before any consideration of candidates takes place.

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| --- | --- |
| **Post applied for** |  |
| **Name** |  |
| **Sex** |  |
| **Date of Birth** |  |

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| --- | --- |
| **Please place an X next to the description which you feel is the most appropriate of your ethnic origin (please choose ONE section from A to F).** | |
| **A White** | **B Mixed** |
| British  Irish  Other (please indicate)  Prefer not to say | White and Black Caribbean  White and Black African  White and Asian  Other (please indicate)  Prefer not to say |
| **C Asian or Asian British** | **D Black or Black British** |
| Indian  Pakistani  Bangladeshi  Other (please indicate)  Prefer not to say | Caribbean  African  Other (please indicate)  Prefer not to say |
| **E Chinese** | **F Any other Background** |
| Chinese  Other (please indicate)  Prefer not to say | Any other background  Other (please indicate)  Prefer not to say |
| **How would you describe your sexual orientation? Please place an X next to the description you feel is the most appropriate. Do you identify as:** | |
| Bisexual |  |
| Gay Man |  |
| Gay/Lesbian Woman |  |
| Hetrosexual/Straight |  |
| Prefer not to say |  |

|  |  |
| --- | --- |
| **Which of the following, if any, is your religion. Please place an X next to the description you feel is the most appropriate.** | |
| Atheist |  |
| Baha’i |  |
| Buddhist |  |
| Christian |  |
| Hindu |  |
| Jains |  |
| Jewish |  |
| Muslim |  |
| Parsi |  |
| Rastafarian |  |
| Sikh |  |
| No religion |  |
| Prefer not to say |  |
| Other (please state) |  |

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| --- | --- |
| **Do you consider yourself to have a disability?** | |
| Yes |  |
| No |  |
| If yes, please state |  |

**Guidance Notes**

**PLEASE READ THESE NOTES BEFORE COMPLETING THE APPLICATION FORM**

These notes have been designed to assist you by providing information about BYM’s recruitment process.

**Preparation**

You should spend time reviewing your skills, achievements and experience, identifying those that are relevant to the job.

**Making your Application**

**Job Details**

You should read the job description, person specification, advert and any background information so you know what the job involves. Think about why you are interested working for the Religious Society of Friends (Quakers in Britain), the post and how your knowledge, skills and experience (paid or non-paid) would enable you to be effective in the role.

**Supporting Statement**

You should write a supporting statement setting out the reasons why you think you are suitable for the post. **You must address each item on the person specification.**  You should highlight the experience, skills, achievements that you would bring to the post including, those that you have gained through previous employment, voluntary work or any other relevant experience.

**Accuracy of Information**

The information that you provide to the Religious Society of Friends, both on your application form and at interview must be accurate. If we discover that any information provided is inaccurate, an offer of employment may be withdrawn. Where an appointment has been made, we may take disciplinary action up to and including dismissal.

**Data Protection**

You should be aware that information contained in or derived from your application may be retained in both manual and computerised form for the purpose of recruitment administration, the production of depersonalised statistical data relevant to recruitment, or equality issues and on appointment, personnel, payroll and pensions administration.

If your application is unsuccessful your application form will be retained for a maximum period of six-months.

We will not share your information with any other organisation unless required to do so by law.

**Completed applications**

Completed applications should be emailed by the stated closing date to: [quakeremploy@quaker.org.uk](mailto:quakeremploy@quaker.org.uk)

**Equality & Diversity**

**QUAKER FAITH & PRACTICE 23.36**

'At the Centre of Friends’ religious experience is the repeatedly and consistently expressed belief in the fundamental equality of all members of the human race. Our common humanity transcends our differences...We aspire not to say or to do anything or condone any statements or actions which imply lack of respect for the humanity of any person.' (Meeting for Sufferings, 1988)

The Religious Society of Friends (Quakers) is committed to equality. In order to monitor our commitment to equality we ask applicants for posts to complete our equality monitoring form. The information provided is treated in the strictest confidence and is detached prior to shortlisting. The forms are retained by HR and the panel do not have sight of them.

**Appointment Process**

After the closing date is passed, the recruiting manager and the interview panel shortlist applicants who demonstrated that they meet the essential criteria set out in the person specification. Only candidates shortlisted are invited for interview. If you do not hear from us within two weeks of the closing date your application has been unsuccessful.

Normally applications received after the closing date are not considered

**Interview**

If you are shortlisted for interview you will be invited to a selection process. All interviews are conducted by a panel of two or more including the recruiting manager. If there are any special arrangements associated with the selection process e.g. tests or presentations, you will be informed accordingly.

**Disability**

If you are an applicant with a disability and have any specific needs, adjustments that you would like us to make or queries please contact HR on 020 7663 1111/1110.

**Interview Outcome**

If you are invited to attend an interview/and or selection process you will be informed either verbally or in writing of the outcome. The successful candidate will have the decision confirmed in writing as an offer of employment. The unsuccessful candidate is offered the opportunity for feedback.

**References**

On the application form you are asked to provide us with the details of three referees, one of which must be from your most recent employer. If you were a student one of your referees should be from a tutor. We only contact referees with your permission after an offer of employment has been made.

All offers of employment are conditional upon the receipt of references that are satisfactory to BYM, verification of right to work in the UK, medical health clearance, and where applicable verification of qualifications and Disclosure and Barring Service.

**Right to Work in the UK**

Under Immigration Act 2014, employers must ensure that any prospective employee is legally entitled to live and work in the UK. If you are offered employment by the Religious Society of Friends (Quakers) you will be required to produce an official document confirming that you are entitled to live and work in the UK, e.g. passport; full birth certificate and official document confirming your name and national insurance number; or a passport/travel document/letter from the Home Office.

**Queries**

If you require further information or wish to raise any matters with regard the appointment process, please contact HR on 020 7663 1111/1110.

**Complaints**

Applicants for posts within the Religious Society of Friends (Quakers) have the right to complain if they feel they have been unfairly treated or discriminated against during the recruitment process. If you feel that this is the case you should contact Ric Moore, Head of HR & Training, on 020 7663 1111 (direct line) or by email: [ricm@quaker.org.uk](mailto:ricm@quaker.org.uk)

**Working for Quakers in Britain**

Britain Yearly Meeting, is a national charity employing around 180 people. Its purpose is to work for, with and on behalf of Quakers in Britain.

**About our organisation**

Quakers is the name often used for the Religious Society of Friends. Although we have our roots in Christianity, we also find meaning and value in the teachings and insights of other faiths and traditions.

In Britain there are about 20,000 Quakers. We have 500 local Quaker Meetings, grouped into 72 'area meeting' charities. All these charities are affiliated to Britain Yearly Meeting (BYM).

Britain Yearly Meeting (BYM) is a charity, formally known as 'Britain Yearly Meeting of the Religious Society of Friends'. The trustees are appointed by and accountable to British Quakers; and because this work is done for and on behalf of Quakers from the whole of Britain, the work we do is known as ‘centrally-managed work’.

**A Quaker workplace**

We aim for our workplace to be consistent with Quaker values - broadly the same as most well-run progressive organisations. For example:

* We expect staff to respect each person regardless of age, race, religion, gender, transgender status, sex, sexual orientation, disability, marital or civil partnership status
* We avoid unjustifiable and unlawful discrimination in our employment practices
* We follow good employment practice, with clear and supportive line management
* We have a 1:4 ratio between the lowest and highest salaries
* We aim to be open and honest in all our work
* We avoid titles such as ‘Mrs.’ or ‘Mr’.

Very few jobs with BYM are restricted to Quakers, although about 1/3 of the staff are Quakers or linked to Quakers in some way.

**About Quakers**

The Quaker way is based on silent worship, as a way to help people connect directly to God. Quakerism began in Britain in the 17th Century. Its roots are in radical Christianity, although today not all Quakers call themselves Christian.

Quakers share a way of life rather than a set of beliefs. We seek to experience God directly, within ourselves and in our relationships with others and the world around us.

Quakers are ordinary people, who try to live their values they can. This leads many Quakers to work for a better world. Values that are important to us include truth and integrity; simplicity; equality; peace; and sustainability.

You do not need to be a Quaker to worship with us at one of our meetings.

You can find out more:

• From our website - www.quaker.org.uk

• By reading `Advice and Queries’ which is an introduction to Quaker belief (<http://qfp.quaker.org.uk/>)

• By visiting the Quaker Centre at Friends House, which has leaflets and books, and volunteers who can answer questions

• Or ask for a free information pack – [www.quaker.org.uk/more-information](http://www.quaker.org.uk/more-information)