

Quakers in
Britain



Application Pack

Governance Development
Coordinator





Jane-Eve Straughton

Governance Manager – Team Lead

This is an exciting time to join us and make a real impact.

At Quakers in Britain we are working to bring Quaker values of peace and sustainability to the world, and support the Quaker community.

Being well governed is a key priority for Quakers in Britain. In 2024 we are considering changes to church and charity structures that reflect our values to be simple, more inclusive and sustainable.

Together with our small permanent staff team, this new Governance Development Coordinator role, and the Governance Projects Support Officer role we are recruiting alongside it, will help us to achieve the changes needed over the next 2-3 years.

We hope the information in this application pack will fire your interest. Quakers are inspired by faith to work for a just, peaceful, and sustainable world. Our staff team share those values and support that work as we seek to increase our impact.

This pack contains background information about Quakers, the salary and benefits of working for us, along with the job description/person specification for the post.

If you want to join our friendly, collaborative team we look forward to receiving your application.

Regards,

Jane-Eve Straughton

Governance Manager – Team Lead

If you would like an informal chat about the role before applying, please email Jane-Eve Straughton at jane-eves@quaker.org.uk.



About Quakers

The Religious Society of Friends (Quakers) is a radical faith group with its roots in Christianity. It emerged in the mid-17th century as a group with no separate priesthood, and with a form of worship based in silence.

Quakers have been committed to peace, equality, simplicity and integrity throughout history, and are known for work to bring about social change over the years, such as on the abolition of the slave trade, the relief of suffering in wartime, improving living conditions for factory workers and the introduction of same-sex marriage.

You can read more about the story of Quakers at www.quaker.org.uk/faith.

About Quakers in Britain

We are the charity that works with and on behalf of all Quakers in Britain. Our staff and committees provide support and events for around 18,000 Quakers, who worship in 456 local meetings across Britain.

Supporting Quaker communities is a key part of what we do. We have staff working within reach of every Quaker meeting in Britain. They work closely with local Quakers to identify their spiritual and practical needs and help them become stronger and more connected. We are on hand to help Quaker communities thrive.

We organise Yearly Meeting, the annual assembly of the Quaker church in Britain. It's when Quakers gather in worship to connect, explore current concerns and discern the way ahead. This Spirit-led decision-making guides our work.

Quakers are inspired by faith to build a better world. We take forward this work for peace and social justice and raise public awareness of Quaker faith and values.

We are a registered charity with an annual turnover of around £10m. Responsibility for the charity lies with the fifteen trustees of Quakers in Britain, appointed from among the Quaker community.

The work of Quakers in Britain is carried out through six departments:

- **Quaker Life** supports Quaker communities in their life and worship, oversees Quaker outreach, provides training and organises events for children and young.
- **Quaker Peace & Social Witness** runs programmes supporting peace, economic justice, sustainability and criminal justice, through campaigning, training, placements, community empowerment and by supporting Quakers in local activity.
- **Quaker Church Affairs** manages the governance, events, and the shared identity and discernment of Quakers. It is underpinned by work on equity and justice in these structures.
- **Quaker Communications & Fundraising** promotes public awareness of Quakerism, provides advocacy, media, web and publications services to the organisation, and oversees fundraising from Quakers, Quaker meetings and Trusts.
- **Quaker Finance & Property** oversees the budget and finances of BYM, the work of our commercial trading subsidiary and our ethical investment portfolio and properties.
- **Quiet Company** is our wholly-owned trading subsidiary. It operates Friends House as a major conference venue and runs the building facilities. It also runs our Yorkshire office and Swarthmoor Hall, the historic home of Quakerism located in Cumbria. Each year, the Company gift-aids any profits or surplus to the charity to support and enable Quaker work www.quietcompany.co.uk.

You can read more about the governance structures of the Quaker organisation in Britain here www.quaker.org.uk/structure.

You can download our Trustees annual report and financial statements here: www.quaker.org.uk/annualreport.

Our values



Our Values

Quakers live by core values that flow from our faith. They are central to our relationships with other people and with the earth:

Peace

Quakers are best known for their deep commitment to peace. But we don't simply oppose war. We tackle the root causes of violence and challenge the systems that lead to war.

Equality and justice

Quakers believe everyone is equal. This leads us to challenge injustice and work with people who suffer injustice. We oppose all forms of discrimination and champion diversity.

Truth and integrity

Quakers strive to speak the truth with love. Treating others as we would want to be treated means being both honest and respectful in our words and actions.

Simplicity and sustainability

Quakers try to live simply and focus on the things that really matter: the people around us and the natural world. We call for a sustainable way of life that puts people and planet first.

The process of living out our faith is often called Quaker Witness – you can find out more about Quaker work by listening to our podcast: www.quaker.org.uk/podcast.



Working for Quakers in Britain



Quakers in Britain is a national charity employing 150 people. Our staff work remotely and from offices in London, Leeds and Cumbria. Its purpose is to work for, with and on behalf of Quakers across Britain.

About our organisation

Quakers is the name most commonly 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 18,000 Quakers. We have 456 local Quaker Meetings, grouped into 72 'area meeting' charities. All these charities are affiliated to Britain Yearly Meeting.

Quakers in Britain 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 work to avoid unjustifiable and unlawful discrimination in our employment practices
- We strive to 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.

The Quaker way of life

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 Advices and queries which is an introduction to Quaker belief. Read it online at <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 by requesting a free information pack from www.quaker.org.uk/more-information.

About the team

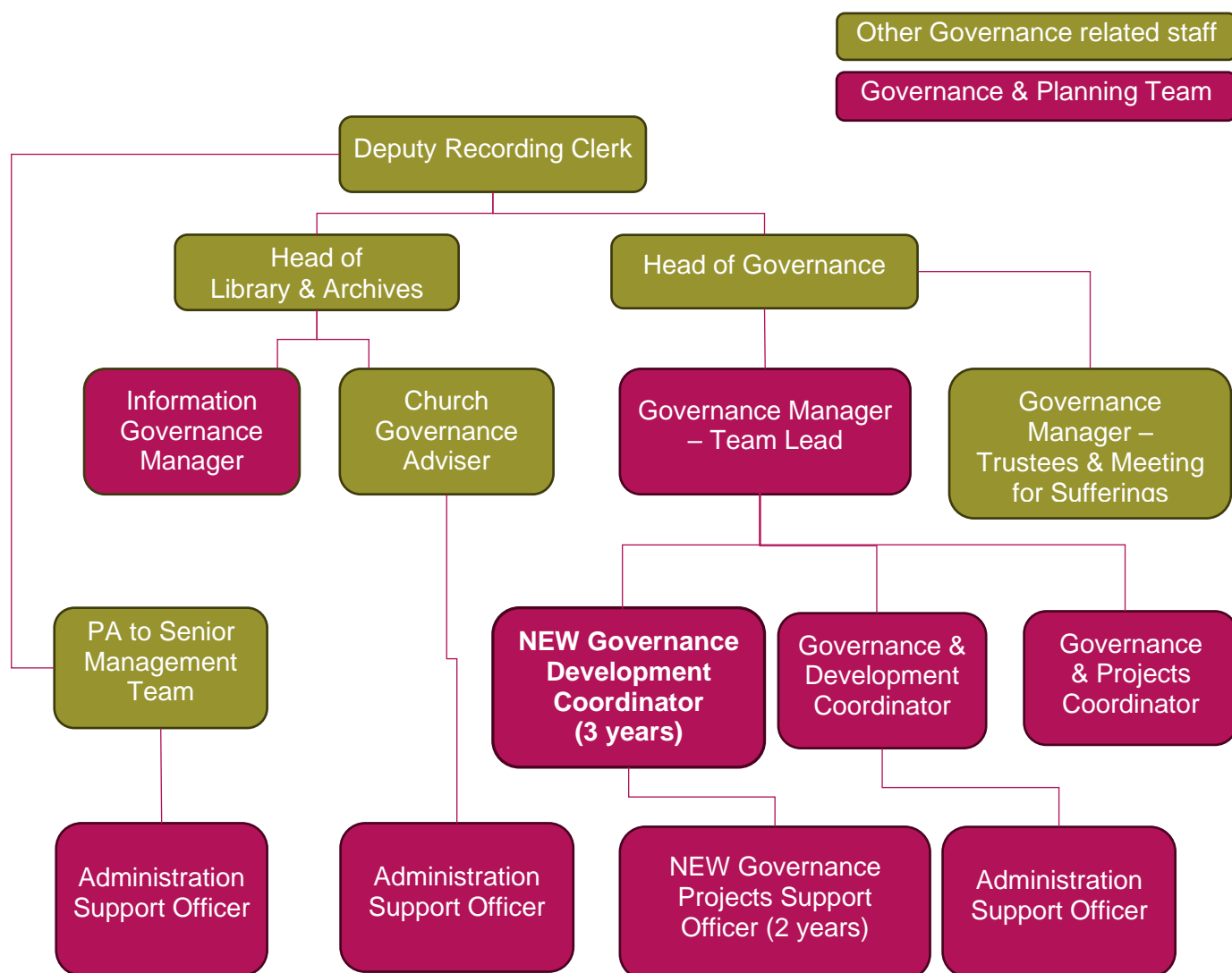


Governance and Planning Team

The Governance and Planning team is part of the Quaker Church Affairs department.

The objective of the Quaker Church Affairs department is to enable Quakers in Britain, as a national community, to thrive. It achieves this through:

- Stewardship of the story of Quakers (in Britain), supporting a shared identity for our national Quaker community
- Enabling Quakers to gather and meet in inclusive, safe environments
- An effective, inclusive governance committee structure which is fit for the future
- Good governance of the national charity which supports the church.





Job purpose

BYM is undertaking a number of governance development projects over the next three years. This role is to ensure this work is planned and delivered effectively.

This role is part of the Quaker Church Affairs team which supports the effective governance of BYM the charity, working towards simple, sustainable and more inclusive structures and practices to meet the aim of a simple church supported by a well-governed charity.

1. Key accountabilities and main tasks

a) Research, Design and Implement New Governance Systems and Processes

Support the Governance Manager and the QCA team to scope, project manage and deliver key elements of our 3-year governance development plan. Examples include:

- Developing and implementing a policy register, embedding a tracking and monitoring system.
- Developing and implementing new committee training processes to support our committees, including online training and resources, document templates, and guidance.
- Developing and implementing a new committee portal for board and committee members to access their papers and resources and support collaboration.
- Removing barriers to committee service and supporting a more inclusive and diverse governance structure.
- Rationalising and transferring electronic governance files between IT platforms.

b) Identify Further Development Challenges and Opportunities

- Support the Governance Manager to review and maintain national governance

structures across BYM, working towards the aim of a simple church, supported by a simple charity.

- Collaborate with colleagues and external stakeholders to consider improvements and develop better governance practices across the organisation, working towards modernising and simplifying our processes.
- Identify and explore potential tools and resources to better support our work.

2. Intellectual demands

- Ability to scope, monitor and deliver time-limited projects, ensuring deadlines are met.
- Ability to manage a varied portfolio of projects at varying stages of development.
- Ability to maintain and improve administrative systems.
- Ability to support organisations through change.
- Conversant with developments in new technology, and able to suggest creative improvements to working practices.
- Ability to collaborate with others and maintain constructive working relationships.
- An instinctively 'customer-focused' and problem-solving approach.
- Ability to act with diplomacy, and to maintain confidentiality in relation to sensitive information.
- A high standard of written and spoken communication.
- A high level of attention to detail.
- Ability to work quickly, creatively and accurately, including under pressure.
- Ability to modernise established processes.
- Ability to work flexibly as part of a team, and to work on own initiative
- Ability to recognise and develop potential in others.



3. Judgements

The post-holder will be supported and supervised in their work. However, they will need to work on their own initiative and make judgements including:

- Planning their own workload, setting deadlines, schedules, communication plans, prioritising tasks, and being self-directed within the team's work plan.
- Identifying risks and proposing mitigations.
- Acting with discretion and respecting confidentiality.
- Knowing when to escalate to line manager before acting.
- Delegating appropriately and effectively to make best use of administrative support.
- Supporting, challenging and enabling the Governance Projects Support Officer to succeed in their role.

4. Use of resources

- Handling confidential information according to BYM policies.
- Using a range of established and new IT resources to gather and record information and provide timely, accurate and meaningful reports for colleagues and stakeholders.

5. Communications

- **Internal – 70%:** Liaison with staff across BYM who support governance.
- **External – 30%:** Liaison with suppliers, project delivery partners and other stakeholders.

6. Working conditions

- No unusual physical demands
- 35 hours per week, spread over 5 days to include Tuesdays (core team day). Some work out of normal office hours, including evenings and occasional weekends may be necessary to enable collaboration

with external stakeholders. Time off in lieu is available.

Other responsibilities

- Responsible for adhering to BYM's employee policies at all times
- Responsible for ensuring that BYM's fundraising activities are in line with the Fundraising Regulator's Code of Conduct.
- To undertake other duties and responsibilities commensurate with the post.

Person specification



This is list of the attributes that a Governance Development Coordinator could have. We know that no-one will match up perfectly to the whole list. We are looking for the best mix of skills and experience that fits these needs.

Essential knowledge

- Knowledge of project management approaches, for example agile and waterfall processes.
- Understanding of governance.
- Knowledge of administrative processes.
- Knowledge of a range of digital solutions for data management and administration.

Essential experience

- Practical experience of project management within an organisation of similar scale and complexity.
- Practical experience of a range of digital resources.
- Embedding new tools and processes within an organisation.
- Ensuring regulatory compliance as necessary, for example with GDPR.
- Experience of collaborating with others using high-level functionality within Microsoft Teams, Office 365, Outlook, Excel, Word and internet.

- Working with others to a common goal.
- Forward planning and monitoring work programmes and keeping to deadlines.

Essential skills

- Problem-solving skills and a positive approach to challenge and change.
- Strong administrative and organisational skills.
- Excellent verbal and written communication in English, including the ability to handle sensitive matters with tact and diplomacy.
- Highly developed people/customer service skills, with excellent attention to detail.
- Strong Microsoft Teams, Office 365, Outlook, Excel, Word and internet usage skills.
- Willingness to learn.
- Ability to work flexibly as part of a team and on own initiative.

Desirables

- Understanding of charity governance.
- Understanding of and sympathy with Quaker values and ethos.



Salary & benefits



Salary

£40,261 per annum (London)

£34,224 per annum (Regional)

Contract

Fixed term – 3 years

Location

Based at our offices in London (NW1) or Leeds (LS2) or at home if you live outside London. London-based staff can work at home some of the time by agreement.

Hours of work

35 hours per week.

Flexible working options

We are open to discussions about flexible working patterns such as working from home or compressed working hours.

Holiday

27 days a year plus bank holidays and three days for Christmas closure.

Subsidised café

We have an on-site café which provides subsidised meals as well as a bookshop selling ethically sourced goods.

Cycle to work scheme

We offer a cycle to work scheme which helps you save money on a new work bike and spread the cost of the bike over monthly tax-free instalments.

Annual Season Ticket Loan

We will provide with a loan of up to £7,500 to cover the cost of your season ticket repayable in 11 monthly instalments.

Sabbatical scheme

Staff are able to take a nine-month unpaid sabbatical leave after five years' continuous service.

Pension scheme

Quakers have a generous pension scheme where we contribute 8% of your salary and you contribute 3% of your salary. You have the option to increase your contributions should you wish and to pay your contributions via salary sacrifice.

Sick pay scheme

We have a very generous sick pay scheme:

If you have less than 12 months service, you are entitled to full sick pay for 3 weeks followed by three weeks at half pay.

After 1 years' service, you are entitled to full sick pay for 3 months followed by 3 months at half pay, subject to a maximum of six months since the start of your service.

After 4 years' service you are entitled to full sick pay for six months followed by six months at half pay, subject to a maximum of 12 months.

Private Health Insurance

If you are off work due to sickness for more than 52 continuous weeks you will be eligible, subject to requirements of the scheme, to sick pay.

Employee Assistance

Quakers offers access to an independent, confidential employee assistance programme, which is available 24 hours a day.

Family Friendly Policies

Our family friendly policies give enhanced maternity and adoption leave. After one year's service by the 15th week before your baby is born or you adopt, you will be entitled to six weeks at full pay, 20 weeks at half pay and 13 weeks at SMP. Parents expecting multiple births will receive an additional two weeks of parental leave. Staff undergoing IVF treatment will receive 10 days paid leave to attend their appointments and up to 5 days paid leave for staff who wish to accompany their partner to appointments who are receiving IVF treatment in any 12-month period.

How to apply



The principles of equality and diversity are important to Quakers in Britain in all aspects of its work. You do not have to be a Quaker to apply for this post, but we expect you to uphold the values of Quakers.

We strive to be an inclusive employer and welcome applications from people of all educational, racial and socio-economic backgrounds. We encourage you to fill in our diversity monitoring form when applying. 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 the organisation comes in to contact with.

Apply online at www.quaker.org.uk/jobs.

The closing date for applications is:

8am on Monday 29 April 2024

We will consider your application immediately after the closing date and get in touch with you as soon as possible.

Interviews will be conducted in London (at Friends House) on Tuesday 7 or Wednesday 8 May 2024.

We do not send individual acknowledgement of applications due to the high volume of applications we receive and we only contact candidates who have been shortlisted for an interview. If you do not hear from us within two weeks of the closing date your application has not been successful on this occasion.

