



Dear Applicant

Project Development Officer

Yearly Meeting of the
Religious Society of
Friends in Britain

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

- Guidance for applicants
- Job description and person specification
- Working for Quakers in Britain
- Application form
- Equality monitoring form

To apply for the post, please download, complete and return the application form. You **must** ensure that you address, giving examples from your previous employment, voluntary work or other experience, how you meet each of the selection criteria set out in the person specification.

You should email your completed application form to quakeremploy@quaker.org.uk. CVs are not accepted as an application for posts, but you can attach one to the application form if you wish. The **closing date** for receipt of application forms is **Monday 4 July 2016 at 5pm**. Interviews will take place on **Thursday 14 July 2016**.

We would appreciate if you could also complete the equality monitoring form. The principles of equality are important to the Religious Society of Friends. The information you provide will help us to refine our employment practices and respond to the needs of the diverse range of people that our organisation comes into contact with. The details that you provide will be kept in strict confidence and will not be viewed by any member of the selection panel.

If you are an applicant with a disability and have any specific needs or queries you would like to discuss before making your application, please contact me by phone on 020 7663 1110 or by email at Clairec@quaker.org.uk

We do not acknowledge receipt of applications due to the high volume that we receive. Only candidates who have been shortlisted for interview receive an acknowledgement. If you do not hear from us within two weeks of the closing date your application has been unsuccessful on this occasion.

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

Yours faithfully

Claire Common
HR Advisor

Job Description & Person Specification



JOB TITLE:	Project Development Officer (RCO)
REPORTING TO:	Deputy Recording Clerk
RESPONSIBLE FOR:	None
DEPARTMENT:	Recording Clerk's Office
DATE:	May 2015

Job purpose:

To provide support for the Recording Clerk's Office and in particular to compile and produce the annual operational plan; and to assist in the development and delivery of new and/or short-term projects and cross-organisational tasks.

To provide support for ad hoc working groups of Quakers engaged in specific areas of work within the remit of the Recording Clerk's office.

Key Accountabilities and Main Tasks:

Support for the Recording Clerk and Deputy Recording Clerk, particularly in relation to project development, planning, delivery, evaluation and reporting. Support for cross-organisational projects and the establishment and maintenance of smooth-running support systems and organisational structures.

Operational Plan

- Compile and produce the 2017-19 Operational Plan, liaising closely with colleagues throughout the organisation, in a timely manner.

Develop and deliver projects

- Carry out research on behalf of Recording Clerk/Deputy Recording Clerk.
- Design, co-ordinate and help to deliver smaller projects on a day-to-day basis in a coherent and structured manner.
- Identify technical support required to deliver specific projects; support the recruitment and management of consultants as needed; receive pay requests from professional consultants and contractors and approve for payment.
- Organise and attend relevant meetings, set agendas, support the recording of minutes and ensure actions are completed.

- Work with stakeholders to gather and disseminate project information
- Monitor and report on progress of projects.
- Effectively manage and document any issues/escalations raised, ensuring these are dealt with in a timely manner and to a successful conclusion.
- File and archive information on an ongoing basis.
- Support colleagues to draft coherent project proposals, in order to ensure effective resourcing, delivery, monitoring and reporting.

General

- Set up meetings as and when necessary.
- Attend meetings on behalf of Recording Clerk/Deputy Recording Clerk.
- Draft agendas and correspondence.
- Write reports/ papers.
- Proof read reports prepared by Recording Clerk/Deputy Recording Clerk.
- Work with the Recording Clerk/Deputy Recording Clerk and take delegated decisions if required in their absence.
- Act as link between committees, working groups, staff, partners, external consultants, and Management Meeting as appropriate.

Communications:

The post holder communicates regularly and frequently with staff members, Friends, and external consultants.

Internal: 60%

Primary contacts include head of department, senior department colleagues, IT and Finance teams, and staff using both via face to face and electronic means. The post-holder will work closely with other members of the RCO, including the Strategy and Development Co-ordinator and the new internship post.

- Provides a point of contact for staff members involved in projects
- Delivers staff meetings regarding projects
- Attends internal meetings
- Ensure effective communication to staff on projects ensuring this is delivered in a timely and clear fashion, with expectations clearly set and met.

External: 40%

Primary contacts are Friends (generally, and including those serving on committees or working groups) and appointed consultants face to face or via phone and electronic means:

- Ensure effective communication for all stakeholders ensuring this is delivered in a timely and clear fashion, with expectations clearly set and met.
- Assist with successful communication of projects
- Plan and oversee events connected to projects

Intellectual Demands:

- The post-holder will co-ordinate projects and be able to assess the feasibility of project plans
- Ability to monitor project progress and budgets
- Ability to ensure consultants deliver on time
- Involvement in preparation of tenders that clearly outline defined scope of work and outcomes
- Logistical arrangements such as arranging meetings

Judgements:

The post holder is mostly self-directed but is supported by the Recording Clerk/Deputy Recording Clerk. The post holder is required to make delegated decisions regarding the project progress in their absence.

The post holder will also:

- a. Prioritise work /schedules
- b. Prioritise within budgets
- c. Report to Project Boards
- d. Evaluate projects

Use of Resources:

The post holder oversees budget preparation and analysis of spending on projects within their remit.

Physical Demands & Co-ordination:

Mainly office based but may require some offsite working. The option of completing some work from home may be considered at interview.

Working Conditions and Emotional Demands:

The role is office based and requires a significant level of concentration.

Ability to be flexible in working hours, including availability to work some evenings and weekends by arrangement

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 Policy is adhered to at all times
- Responsible for ensuring that Britain Yearly Meeting's commitment to sustainability is adhered to in all aspects of the role
- To undertake duties and responsibilities commensurate with the post

PERSON SPECIFICATION

JOB TITLE:	Project Development Officer (RCO)
REPORTING TO:	Recording Clerk
DEPARTMENT:	Recording Clerk's Office
DATE:	May 2015

ESSENTIAL KNOWLEDGE

- Knowledge of and sympathy with Quaker values.
- Good knowledge of a wide variety of project development and management methods, techniques and tools.
- Knowledge of planning, monitoring, evaluation and reporting projects.

ESSENTIAL QUALIFICATIONS

- Educated to degree level or equivalent
- Demonstrate on-going professional development.

ESSENTIAL EXPERIENCE

- Proven facilities experience in delivering project related tasks/activities in complex environments.
- Experience of cross-organisational working and stakeholder engagement.
- Diary Management/ administration.
- Experience of planning and working to budgets.
- Experience of working with external contractors.
- A good understanding of, and some practical experience in, managing and mitigating escalations, conflicts, risks and issues.

ESSENTIAL SKILLS

1. *Organisational skills:*

Excellent written and verbal skills.

Good presentation skills.

Proven coordination, evaluation and organisational planning skills.

Project planning, evaluation and reporting skills.

The ability to:

- translate purpose and priorities into appropriate action;
- think strategically and analyse issues objectively;
- pace work to timelines;
- operate IT (including database management and programmes suitable for planning, management and communication and willingness to learn);
- handle administration and general office requirements;

2. *People skills:*

The ability to:

- work and communicate effectively in a complex organisation with a wide range of people at all levels;
- maintain and develop good working relationships with staff, committee members and Quakers, and other visitors/enquirers;
- tackle problems in ways appropriate to the operation;
- consult and listen.

3. *Personal attributes:*

- Flexibility to work as needed, changing priorities and work plans when called for.
- Ability to carry authority with colleagues.
- Understanding of the need to work to organisational priorities.
- Patience/ calm under pressure
- Ability to work independently with limited direction.

DESIRABLES

Up-to-date knowledge of project planning, monitoring and reporting tools and techniques, including electronic databases and tools.

Experience of working with contractors or consultants who provide technical expertise not available within the organisation.

Britain Yearly Meeting – Guidance Notes for Job Applicants

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

PLEASE READ THESE NOTES BEFORE COMPLETING THE APPLICATION FORM.

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

Completion of Application Form

The application form is used both for shortlisting and reference during the interview process.

When completing the application form:

- you should read the job description, person specification, advertisement and background information etc. before completing the application form. Use the information supplied to make your application relevant to the post.
- it is important that you use the application form to explain how your skills, abilities, experience and qualifications compare with those set out in the supporting information
- It is important that you give reasons for any gaps in your employment history
- **Please note that we do not accept CVs as an application for posts** however, you can attach one, but you must fully complete the application form. If there is insufficient space to complete your details, please continue on a separate sheet.

The information that you provide on the application form and supporting statement is the only information we use in deciding whether or not to shortlist you for interview.

You must ensure that the information you provide is well organised and relevant to the post that you are applying for.

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

Equality

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 Criminal Record Bureau checks

Asylum & Immigration Act 1996

Under Section 8 of the Asylum and Immigration Act 1996, 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, HR & Training Manager, on 020 7663 1111 (direct line) or by email: ricm@quaker.org.uk

Thank you for your interest in employment at Quakers in Britain. Good luck with your application.

Working for Quakers in Britain

Britain Yearly Meeting, is a national charity employing about 150 people. Its purpose is to work for, with and on behalf of Quakers in Britain.

Quakers – sometimes known as The Religious Society of Friends (Quakers) in Britain is a faith group. We are rooted in the Christian tradition but open to different ways of being guided by God.

About our organisation

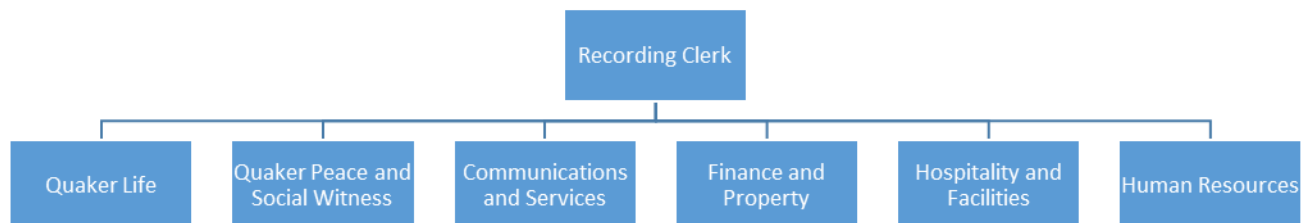
In Britain there are about 20,000 Quakers. We have 500 local Quaker Meetings, grouped into 72 'area meeting' charities. All these charities are affiliated to Britain Yearly Meeting (BYM).

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'.

The charity's objectives are:

1. Sustaining the Quaker church and faith
2. Supporting Quaker Meetings
3. Promoting Quakerism
4. Witness through action

BYM is structured into 6 departments:



The Recording Clerk's Office is a small, central co-ordinating department. The Recording Clerk is the senior member of staff.

Quaker Life supports Quakers' spiritual lives; and helps local Quaker Meetings to grow as communities.

Quaker Peace and Social Witness works with and on behalf of Quakers in Britain to translate faith into action. This includes peace work in Britain and globally, and social justice work mainly in Britain.

Communications and Services works to:

- increase public awareness of Quakerism and Quaker work (media, advocacy and publications)
- help Quakers throughout Britain to be involved with and fund centrally-managed work

- support the committees that guide our work

Friends House Hospitality and Facilities manages Friends House building and facilities.

Finance and Property manages our organisation's assets.

Human Resources helps BYM carry out its responsibilities as an effective employer through policies and practices that are based on Quaker principles. This includes looking after the terms and conditions, training, welfare and recruitment of staff both in Friends House and beyond.

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