



Dear Applicant

New Economy Project Manager

Yearly Meeting of the
Religious Society of
Friends in Britain

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

- Job description and person specification
- Background information about the job role
- Guidance notes for job applicants
- Working for Quakers in Britain

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

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 30 November 2015 at 9am**. Interviews will take place on Monday 14 & Tuesday 15 November 2015.

We would appreciate if you could also complete the equality monitoring form. The principles of equality are of importance 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 in to 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

Britain Yearly Meeting – Job Description – New Economy Project Manager

JOB TITLE: New Economy Project Manager

REPORTS TO: tbc

Key Relationships: Programme Manager, Sustainability & Peace; Programme Manager, Economic Issues; Economics Sustainability and Peace Network Coordinator

DEPARTMENT: Quaker Peace & Social Witness

DATE: November 2015

CONTRACT: 12 Months (Maternity cover)

Job Purpose

Lead a project supporting Quakers to explore the 'new economy' which would enable Quaker testimonies to flourish.

1. Key Accountabilities & Main Tasks:

Project Management and Delivery 20%¹

- Delivering the project as planned alongside key colleagues. Key activities will include, coordinating the production of written study resources, planning and organising events and developing and delivering workshops.
- This includes following a plan but staying open, flexible and willing to alter if necessary to respond to major external events, in consultation with colleagues and committee members.
- Following a budget and being accountable to oversight committee (Economics, Sustainability and Peace sub-committee).

External representation 20%

- Play an active role in the alternative economics field, staying abreast of current thinking and activities by key organisations; identifying practical opportunities for Quakers to be part of that movement.
- Develop relationships with individuals and organisations who could be potential allies in this work, for example inviting them to contribute to our events and resources or offering to input a Quaker perspective into theirs.
- Talking and delivering workshops at Quaker meetings
- Actively building relationships with Quakers, working in conjunction with the Economics, Sustainability & Peace Network Coordinator.

Event management 20%

- Designing, administering and delivering reasonably large events in conjunction with events team colleagues and local Quakers

¹ These figures are estimates across the life of the project. The actual figures will vary as the work develops.

Research 20%

- Undertaking secondary research in particular areas of transition/alternative economics

Writing/Editing 20%

- Writing thinkpieces/study resources on aspects of the new economy
- Commissioning and editing contributions from others.
- Liaising with publication team colleagues.

2. Intellectual Demands

- Ability to communicate a complex subject area clearly and in an appealing fashion
- Ability to continuously develop knowledge especially in the field of alternative economics but also in wider issues of sustainability and economic justice.
- Ability to research and become familiar with the subject areas.
- The role involves working closely with members of a religious community, expressing their faith in diverse ways and not necessarily typical 'activists'.
- The role requires a willingness to understand and engage with Quaker processes and a sympathy with a faith-based approach to the work.
- The role involves communicating with sensitivity and diplomacy – responding to, and taking account of the diverse opinions, interests, needs and requests of others.

3. Judgement

The postholder will be supported and supervised in their work, but will also need to work on their own initiative, and to make judgements, including:

- Contributing to decisions around deadlines, schedules, communications and prioritisation of tasks, including project development within the parameters set by the overall project aims and resources
- Finding appropriate ways to communicate the work to engage and enable Quakers to take action.
- Recognising, and responding to, the varied skills, contributions and support needs of Quakers and others we work with. Taking an enabling approach that is flexible to local agendas, interests and capacity.

4. Use of Resources

No formal budgetary responsibility, however the post holder will be expected to contribute to the effective use of programme resources in line with our commitments to sustainability and economic justice.

5. Communications

Internal: (50% of time)

- Contact will mainly be within the Economics, Sustainability and Peace, and staff from the Quaker Peace & Social Witness and Communications and Services teams.

External: (50% of time)

- Members of Quaker committees, individual Quakers and Quaker meetings.
- Partner organisations.

6. Physical Demands & Co-ordination

The role is primarily office based with no unusual physical demands required of the post holder.

7. Working Conditions and Emotional Demands

The role is based at Friends House in London with occasional work away from home and outside normal office hours. 8-10 weekends a year may be affected.

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 other duties and responsibilities commensurate with the post.

Britain Yearly Meeting – Person Specification – New Economy Project Manager

Job Title:	New Economy Project Manager
Department:	Quaker Peace & Social Witness (QPSW)
Date:	November 2015

ESSENTIAL KNOWLEDGE

- Knowledge of and sympathy with Quaker values and approaches to environmental sustainability and economic justice
- Knowledge and experience of inspiring, equipping and engaging supporters and/or volunteers to take action
- Sound economic knowledge of so called 'alternative' economic models and initiatives

ESSENTIAL QUALIFICATIONS

- Educated to degree level or with relevant equivalent experience

ESSENTIAL EXPERIENCE

- Demonstrable background in alternative economics
- Developing and leading workshops
- Experience of relevant grass roots activities, either directly or having worked alongside
- Experience in the environmental and/or social justice fields in the voluntary or campaigning sector

ESSENTIAL SKILLS

- Excellent writing and editing ability, particularly the ability to present complex information in a clear and engaging way
- Demonstrable ability to carry out secondary research in specialist areas
- Excellent interpersonal skills with the proven ability to work with and support a broad range of people with differing levels of knowledge and experience.
- Ability to be sensitive and flexible to local agenda, interests and capacity when working with local groups
- The ability to create appealing and engaging written content (e.g. for newsletters, websites etc)
- Ability to work well alone or within a team, as required, and be self-motivated
- A positive, flexible approach and genuine commitment to working for social change
- Good general IT skills including outlook, word, excel and electronic supporter mailing software (or willingness and ability to learn)
- Good organisational and project management skills

DESIRABLES

- An understanding of Quaker structures and processes
- Experience of working with faith communities
- Experience of campaigning, and an understanding of the ways in which social change happens
- Experience of reporting to committees or boards

Background Information: New Economy Project Manager

Quaker Peace & Social Witness

Quaker Peace & Social Witness (QPSW) runs a number of programmes which help Quakers in Britain to live out their faith in the world².

Quakers in Britain have recently made commitments to become a low carbon, sustainable community, and to work as part of a movement to build a better economic system that works for both people and planet. These commitments are driven by a belief that the environmental crisis is enmeshed with global economic injustice, and that Quakers need to take personal responsibility to live more sustainable lives; challenge unjust economic structures; and to take positive action to build an economic system based on justice and respect for the Earth.

Whilst we are clear that structural economic change is necessary, Quakers are still discerning what 'the new economy' might look like and how we can practically help to build it. Drawing on existing projects and initiatives, our new economy project aims to enable Friends to explore some of the alternative ways that the British economy could be structured and how a widespread transition could happen. We want to support Friends to reflect, as individuals and meetings, on the levers, resources, talents and energies that they could use to help transform the system and to enable practical action towards that transformation.

The New Economy Project Manager will be a key member of our small Economics, Sustainability and Peace (ESP) team. Our Economic Issues and Sustainability & Peace Programmes are working to find ways of turning the Quaker vision of a just and sustainable society into reality. Its work is currently centred around a number of core themes: economic inequality, climate and energy justice, ethical finance, corporate accountability and 'building the new economy' Over the last year this included:

- Campaigning for energy and climate justice by, for example, calling for divestment from fossil fuels and a UK decarbonisation target in order to promote the development of an economic system that is not dependent on fossil fuels
- Supporting Quaker meetings to demand political commitments to tackle economic inequality and to challenge recent proposed cuts to our social security system.
- Developing tools and resources to help Quakers and others understand and explore their options for using their personal finances as a tool to promote economic and environmental justice and social change.

New Economy Project

Our new economy project seeks to complement these shorter term activities by supporting Quakers in a process of exploring a longer-term vision of what 'the new economy' might look like and in starting to take practical action that will help to turn that vision into a reality.

We want to support Friends to reflect, as individuals and meetings, on the levers, resources, talents and energies that they could use to help transform the system. And we want to support Quakers who are starting to take practical action to build and demand that transition. The project is currently at an early stage of development and the project manager will be pivotal to the implementation and development of the next stages of work.

As the first stage of the new economy project we sought input from across the Quaker community in order to produce a visionary document *Principles for a new economy*. In doing so we hoped to outline the key principles and features of an economic system that would be compatible with Quaker values. A consultation draft of the document can be seen at

² Find out more about QPSW's other work at <http://www.quaker.org.uk/work-quaker-peace-social-witness>

www.quakerweb.org.uk/blog/new-economy-2/principles-for-a-new-economy-an-invitation/ and a revised version will be published towards the end of November.

Over the next 18 months to two years the project will deliver a series of written resources suitable for group and individual use. These will develop key ideas put forward in *The Principles* document, identify some of the ways that those principles can be put into action and celebrate existing projects and initiatives that form part of the transition we are seeking. Working with local Quaker meetings we also intend to organise a series of events and to develop and deliver workshops designed to help Quakers learn and reflect on these issues and to encourage and support practical action towards the transition we seek.

The post holder will be responsible for implementing an existing outline project plan. However, as work the work develops we envisage that, working with colleagues, and the committee of Friends overseeing this work, they will have the opportunity to shape future phases of the work.

This project is intended to be responsive, both to the needs of Quakers and to external events. The post holder will be responsible for monitoring these developments and for proposing ways to respond to them within the parameters set by the overall project aims and resources.

Although the post holder will be the main staff member working in this area, they will work as part of a wider ESP team. This will involve both drawing on existing internal expertise relevant to this project and ensuring that the work building on and is consistent with our existing strategy for supporting Quakers to take action on economic justice and sustainability issues

For further information contact Suzanne Ismail on 020 7663 1055

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. You must fully complete the application form. If you 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/ 1027.

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/ 1027.

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 the Religious Society of Friends (Quakers). 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

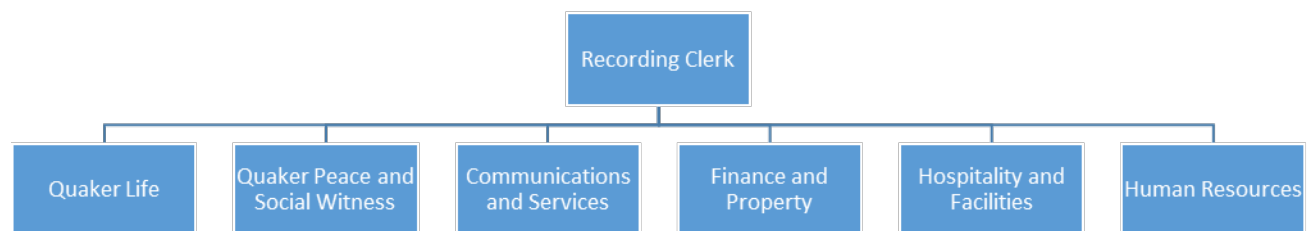
In Britain there are about 20,000 Quakers. We have 500 local Quaker Meetings, grouped into 72 'area meeting' charities. All these charities are affiliated to Britain Yearly Meeting (BYM).

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 & 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