



Application Pack

Deputy Recording Clerk





Contents

- 3 Introduction
- 4 About us
- 5 Working with us
- 7 About this post
- 8 Key accountabilities
- 9 Intellectual demands and judgements
- 10 Other responsibilities
- 11 Person specification
- 12 Salary & benefits
- 13 How to apply
- 14 Working for Quakers in Britain
- 15 Our values



Paul Parker – Recording Clerk, Quakers in Britain

Come and be part of the change at Quakers in Britain

Could you help us build the change we are looking for at Britain Yearly Meeting, the national organisation for Quakers across Britain? There's lots happening:

- We're simplifying our Quaker structures, to make them more inclusive and sustainable.
- We're radically changing how we support Quaker communities to thrive and be more inclusive.
- We're refocusing our efforts to build a just, peaceful and sustainable world.

We're a national resource for Quakers, increasingly based outside London as well as at Friends House. We work with Quakers where they are, and guided by the discernment of our committees, Trustees and national bodies, like Meeting for Sufferings.

The Deputy Recording Clerk is one of a team of five senior managers who work with our governance bodies to develop our organisational strategy, implement the plan and manage our skilful and committed staff team. They take the lead on

organisational planning & impact, communications and governance development. They also lead change processes on some key issues Quakers have asked for, like diversity & inclusion and simplifying our structures.

Like the Recording Clerk, the Deputy Recording Clerk is required to be a practising Quaker. They serve as secretary to Meeting for Sufferings, Quakers' national representative council, and play an important role in maintaining strong connections between local and area meetings and the national Quaker structures.

We hope the information in this pack will fire your interest. In it, you will find background information about the Quakers, salary and benefits of working for us, along with the job description and person specification for the post.

Thank you for your interest. We look forward to seeing your application.

In Friendship,

Paul Parker
Recording Clerk

About us



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/intro-quakers.

About Quakers in Britain

Britain Yearly Meeting (BYM) is the national umbrella organisation for Quaker meetings in Britain. We provide events and support services to nearly 500 local Quaker meetings across Britain, carry out peace, sustainability & social justice work on their behalf, and work to raise public awareness of Quakerism.

All Quakers in Britain are invited to come together at Yearly Meeting (the annual sessions of Britain Yearly Meeting), which meets to explore, through worship, the issues of concern to British Quakers, and to guide the work of the national charity.

We are a registered charity with an annual turnover of around £12m. Responsibility for the charity lies with the fourteen Trustees of Britain Yearly Meeting, appointed from among the Quaker community. We are based at Friends House (opposite Euston station in central London), which houses our central offices accommodating 150 staff.

You can download our Trustees Annual Report & Financial Statements here:

www.quaker.org.uk/annualreport.

The work of Britain Yearly Meeting is carried out through five departments:

- Quaker Life supports Quaker meetings in their life and worship, oversees Quaker outreach, provides training, and organizes events for children & 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 Communication & Services 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, including our ethical investment portfolio and properties.
- A new department is being formed to work on governance, events, library and archives, including supporting our national church community and holding Yearly Meetings.

Our wholly-owned trading subsidiary, Quiet Company, operates Friends House as a major conference venue and runs the building facilities.

The company also runs Swarthmoor Hall, a historic house with accommodation in Ulverston, Cumbria (www.swarthmoorhall.co.uk).

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

Our Structure

The Deputy Recording Clerk is one of five members of Management Meeting, reporting to the Recording Clerk. The members of Management Meeting

oversee the work of twelve operational managers across the whole organisation.



Key to departments:



Make peace
a way of
LIFE

POWER from renewables



not rifles



NO



WAR

I M A G I N E
A W A R F R E E
W O R L D

QUAKERS
FOR PEACE
& AGAINST THE
ARMS TRADE

Love

About this post



Job Profile

The Deputy Recording Clerk is one of the five members of BYM's Management Meeting, the senior leadership team of the national charity. They report directly to the Recording Clerk, and deputise for them as required, including as Secretary to Meeting for Sufferings, the standing representative council of Quakers in Britain.

The Deputy Recording Clerk has responsibility for a number of specific strategic areas. They make sure BYM has effective and well-targeted communications, and a strategic approach to fundraising – from Quakers and external sources. They also make sure BYM has robust planning, monitoring, evaluation and reporting processes in place to deliver the strategic priorities agreed with Trustees, including the management of risk. They provide a link between Management Meeting and the team of twelve operational managers who direct and oversee the implementation of BYM's work.

In addition, the Deputy Recording Clerk sponsors a number of major cross-organisational development projects, by agreement with the Recording Clerk and other Management Meeting colleagues. Currently these include work to develop a culture of safeguarding across BYM nationally and locally; taking forward the Yearly Meeting's concern for anti-racism within a wider equality, diversity and inclusion process; and support for simplifying the governance of the national church and charity structure.

The postholder can choose to work from Friends House in London, the Quakers in Britain Yorkshire Centre in Leeds, or be based at home elsewhere in Britain. Whichever is the case, frequent attendance in person at one of BYM's offices, and occasional travel to other locations, is necessary

Job Purpose

The postholder acts as Deputy to the Recording Clerk as required, including serving as Secretary to Meeting for Sufferings, the standing representative council of Quakers in Britain. In addition, they drive a range of cross-organisational projects agreed with the Recording Clerk on a rolling basis.

The Deputy Recording Clerk has strategic responsibility for the impact of BYM's charitable programmes through its planning, risk management, monitoring, evaluation and reporting processes, and for BYM's communications.

As a member of Management Meeting (BYM's senior leadership team), the postholder shares collective responsibility for the operational and strategic management of the centrally managed work of BYM, including reporting to the trustees and contributing to the budgeting and planning process for the whole organisation.

The postholder is a member of Meeting for Sufferings ex officio.

Key accountabilities



1. Key accountabilities and main tasks

Strategic responsibilities and leadership

Working with BYM Trustees and other relevant bodies, take overall strategic responsibility for the following areas of BYM's centrally managed work:

- Impact strategy; including planning, monitoring and reporting
- Management effectiveness strategy and delivery.
- Risk management strategy
- Communications strategy
- Fundraising strategy
- Safeguarding

Deputise for the Recording Clerk

Work closely with and deputise for the Recording Clerk in any aspect of his/her work as required. In particular exercise leadership regarding:

Sustaining church and faith:

- Maintain positive relationships with and between different parts of Yearly Meeting structures.
- Ensure BYM undertakes effective long-range planning.
- Ensure BYM's work is transparent and accountable, through appropriate planning, monitoring, evaluation, review and reporting.
- Ensure BYM managers are effective in using available resources to further the discerned aims of Yearly Meeting, Meeting for Sufferings, BYM Trustees and central/standing committees.
- Ensure BYM manages risks and opportunities effectively.

External relations:

- Maintain positive relationships between BYM and Quaker Recognised Bodies and other partners.
- Maintain positive relationships between BYM and key funders/grant-making trusts.
- Represent Quakers in Britain in the wider voluntary sector and elsewhere as required.

Governance and reporting

- Serve as secretary to Meeting for Sufferings, the standing representative deliberative body of BYM. Ensure that its clerks and any working groups are supported, receive appropriate advice, and that their meetings are appropriately serviced. Ensure effective communication with other governance bodies of BYM.
- Ensure that progress towards strategic aims is monitored and understood and that appropriate impact data is collected, analysed and regularly shared with colleagues, and reported on to committees and trustees as required.
- Ensure that operational risks are managed effectively throughout the organisation and maintain an overview of delivery risks and appropriate mitigations; oversee the production of BYM's risk register.

Organisational management and planning

- Serve as a member of Management Meeting, which is collectively responsible to trustees for overseeing the strategy, operational plan, budget and policies of the centrally-managed work of Quakers in Britain within the discerned priorities of Meeting for Sufferings and the Central Committees.
- Together with other Management Meeting colleagues, develop long-range plans for BYM, aiming to sustain it as a church and charity.
- Oversee the establishment of inter-departmental projects as needed, taking the lead in some working groups/clusters and both attending and contributing to general staff meetings.

Management of staff and work

- Help BYM realise its aspiration to be an exemplary employer, including by upholding the 'BYM managers' commitment' and the values of the organisation.

Intellectual demands and judgements



- Provide effective leadership, support, direction, management and development of BYM staff and their work.
- Provide a dynamic link between Management Meeting and the Operational Management team, attending their meetings and supporting their management development.
- Oversee and support operational managers in the joint-leadership of their departments.
- Ensure BYM staff collaborate with each other and with partner organisations, in order to deliver work programmes effectively and efficiently.
- Ensure that implementation plans are in place for the work of staff as discerned by the relevant governance committees.
- Alongside Management Meeting colleagues, provide the line management of all members of the Operational Management team.
- Ensure the maintenance and evaluation of programmes with agreed budgets and timescales.

Communications and fundraising

- Serve as a channel of two-way communication between Friends and meetings and the centrally managed work.
- Ensure that BYM has a strategy in place for its communications with all audiences and that the impact of these is monitored;
- Alongside the Recording Clerk and the Head of Witness & Worship, take responsibility for issuing public statements on behalf of Quakers in Britain in line with the Speaking Out policy.

2. Intellectual demands

- Maintain a knowledge and understanding of the Quaker business method and central decision-making structures.
- Keep abreast of professional and other developments in the voluntary/non-governmental sector and, where these are relevant to the work of Britain Yearly Meeting, interpreting them to those concerned.
- Maintain a high level of understanding of the issues underlying each of the areas of strategic responsibility.
- Maintain a good understanding of relevant legislation and regulatory frameworks.
- Apply Quaker values and experience to all areas of the work, including advising as new issues arise, and ensuring that the work matches the requirements of Quakers in Britain as expressed through minutes of BYM Trustees, Meeting for Sufferings, Yearly Meeting, Central Committees and in Quaker faith & practice.

3. Judgements

- Within broad parameters, the post has considerable autonomy.
- Deciding on appropriate reference to governance bodies; ensuring that they have access to clear and accurate information and advice to enable effective decision-making.
- The role demands an ability to research the facts and analyse them dispassionately.
- The post requires the ability to communicate persuasively and convincingly.
- Because of the often-competing demands of committees requiring servicing, the post holder is required constantly to reassess and reorder priorities.
- Alongside the Recording Clerk, take responsibility for issuing public statements on behalf of Quakers in Britain, ensuring the language and tone is consistent with Quaker values, experience and discernment.



4. Use of resources

As a member of Management Meeting, shared responsibility for whole-organisation staff-management, budget and operational-planning processes.

5. Communications

Internal - 50%

(Paid staff)

Primary contacts are with other members of Management Meeting, operational managers and other key delivery staff.

External - 50%

(Non-paid staff, including: local and area meetings, committees, etc.)

- Membership, ex officio, of Meeting for Sufferings, the national representative body.
- Expected to attend Yearly Meeting, meetings of Trustees and other relevant committees.
- Primary contacts are with clerks and members of Meeting for Sufferings and Trustees. The postholder also has considerable contact with office-holders at area meeting level, and with Friends on the bench.
- The postholder is expected to represent the organisation at a variety of external events and networks, and to partner organisations.

6. Physical Demands & Co-ordination

The role is home or office based and there are no unusual physical demands.

7. Working conditions and emotional demands

- Required, sometimes, to have difficult conversations with staff members or external parties.
- Regular travel to BYM's offices in London and Leeds will be required, as well as other travel within the UK.
- Frequent weekend and some evening working is required.
- For the most part, however, working conditions and emotional demands are within the normal range.

Other responsibilities

- To undertake such other duties and responsibilities commensurate with the post as the Recording Clerk and the Trustees may require
- Responsible for ensuring that BYM's Safeguarding Policy is adhered to in all aspects of the role
- Responsible for ensuring that BYM's Equal Opportunities Policy is adhered to in all aspects of the role



Essential knowledge

- Member or attender in good standing of the Religious Society of Friends (this is an occupational requirement under the 2010 Equality Act), together with a knowledge of and commitment to Quaker values and testimonies and a good understanding of the Quaker business method.
- Understanding of the current issues and concerns in the life of Quakers in Britain.
- Familiarity with good practice in organisational planning and management of risk.
- Familiarity with good practice and regulatory requirements in the charity sector, including in the area of safeguarding.
- A commitment to equality, diversity & inclusion and a good understanding of current best practice in this area.

Essential qualifications

- Education to degree level or equivalent life experience.
- Range of professional-development activity related to the responsibilities of this post.

Essential experience

- Experience of close working with trustees, a lay management board, non-executive directors or elected representatives and/or relevant service as a trustee.
- Experience of budget and operational planning at team or organisation level.
- Experience of leadership and management of high-performing teams at a range of levels; commitment to a participative style of leadership and staff development.
- Experience of managing complex change processes.

Essential skills

- Sound judgement and effective interpersonal skills, with the ability to create collaborative working and decision-making environments, and with a visible and accessible presence.
- Excellent oral, report-writing and good IT skills.
- Ability to communicate persuasively and succinctly.
- Ability to prioritise and manage time effectively.
- Ability to handle sensitive issues with discretion and care.

Desirables

- Experience of project management.
- Experience of a range of Quaker service roles.
- Experience of managing geographically-dispersed teams.
- Management or other relevant qualifications or evidence of further study.
- An ability to keep things in proportion and a sense of humour.

Salary & benefits



Salary

£53,621–61,534 (outside London) or
£63,085–72,393 (London) per annum

Location

You can be based anywhere in Britain, but regular travel to Friends House and/or Quakers in Britain Yorkshire Centre, Leeds and other locations expected.

Hours of work

Our working week is 35 hours per week. You'll need to work some evenings and weekends in this job.

Flexible working options

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

Holiday

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

Sabbatical scheme

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

Subsidised café and restaurant

We have an on-site café, which provides subsidised meals, and 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 can provide you with a loan of up to £7,500 to cover the cost of your season ticket repayable in 11 monthly instalments.

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 three weeks followed by three weeks at half pay.
- After one year's service, you are entitled to full sick pay for three months followed by three months at half pay, subject to a maximum of six months since the start of your service.
- After four 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 Programme

Quakers in Britain 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. Once you have 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 Statutory Maternity Pay.

How to apply



If you have any questions or would like to have an informal conversation about the role, please contact Paul Parker, Recording Clerk, at RC@quaker.org.uk.

To apply, please visit www.quaker.org.uk/jobs.

Closing date: 23 March 2022, 9am

Interviews: 5 & 6 April 2022 in London

All applications will be considered immediately after the closing date.

Interviews will be conducted by Paul Parker (Recording Clerk), Caroline Nurse (Clerk of Trustees) and Margaret Bryan (Clerk of Meeting for Sufferings).

Britain Yearly Meeting is committed to safeguarding children and adults at risk and expect all our staff and volunteers to share and uphold this commitment.

Britain Yearly Meeting is committed to equality in all its employment practices.



Working for Quakers in Britain



Britain Yearly Meeting is a national charity employing around 200 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'.

We use Quakers in Britain as a more recognisable and descriptive name for our organisation.

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 Quakers in Britain 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.

Our values



Our Values

How we act as Quakers goes together with what we believe.

Quakers don't have a fixed creed because we have found that the search for truth can lead us to new expressions of values as well as confirming existing ones. We call these values 'testimonies'. Today we focus on equality, peace, truth, justice and simplicity, and how they relate to one another.

Our testimonies encourage us to work for a more just, peaceful and sustainable world. It's not always easy to live this way, but as Quakers we encourage each other to keep trying.

Equality and justice

Quakers believe everyone is equal. This inspires us to try to change the systems that cause injustice and that stop us being genuine communities. It also means working with people who suffer injustice, such as prisoners of conscience and asylum seekers. We were campaigning for independent juries in the 17th Century, for marriage equality in the 21st, and for a range of things in between.

Peace

Quakers are perhaps best known for our peace testimony. It comes from our belief that love is at the centre of existence and that all human life is of equal worth. It has led Quakers to refuse military service and work creatively for peace. This has ranged from practical work in areas affected by violent conflict to developing alternatives to violence at all levels. This could be personal or international.

Truth and integrity

Quakers try to live according to the deepest truth we know, and we connect most deeply to this in the stillness of worship. This means speaking the truth at all times, including to people in positions of power. As we are guided by integrity, so we expect to see it in public life.

Simplicity and sustainability

Quakers are concerned about excess and waste in our society. We want to make sure our use of natural resources is sustainable. We try to live simply and to find space for the things that really matter: the people around us, the natural world, and our experience of stillness.

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/our-work/podcast.

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

