



Application Pack

Video Editor





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Introduction



David Loxton, Head of Communications and Fundraising at Quakers in Britain

This is an exciting time to join the Quakers in Britain Communications Team.

Our role is to make sure that Quakers are seen, heard and understood. Over the last year we have developed an ambitious new communications strategy to develop our communications to a more effective level.

We deliver communications through a mixture of 'hands-on' production and supporting colleagues in other teams to be more effective communicators themselves. Together, we aim to:

- bring Quaker values to the world
- show that Quakers are active and relevant
- increase the number of Quakers
- help Quaker communities to thrive
- engage Quakers in our national work
- secure the funding we need.

Increasing the amount of video we use across all our channels is a key feature of our strategy, and that is the purpose of this new role. The Video Editor will create and edit key video content directly. They will also support colleagues in other teams to gather content and perform simple editing tasks themselves.

We hope the information in this pack will fire your interest. Quakers are inspired by their faith to work for a just, peaceful and sustainable world. We seek to fill the gaps, to work where help is most needed, alone or with others – wherever we will make the greatest impact.

In this application pack 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, and we look forward to seeing your application.

Kind regards,

David Loxton
Head of Communications and Fundraising

Make peace
a way of
LIFE

POWER from renewables



not rifles



NO



WAR

IMAGINE
A WAR FREE
WORLD

QUAKERS
FOR PEACE
& AGAINST THE
ARMS TRADE

Love

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

Quakers in Britain 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 and 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. This annual gathering explores, through worship, issues of concern to British Quakers and guides the work of the national charity.

We are a registered charity with an annual turnover of around £12m. Responsibility for the charity lies with our fifteen trustees, 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 at www.quaker.org.uk/annualreport.

The work of Quakers in Britain is carried out by the following departments:

- Quaker Life supports Quaker meetings in their life and worship, oversees Quaker outreach, provides training, and organises events for children and young people.
- Quaker Peace & Social Witness runs programmes supporting peace, sustainability and social justice, through campaigning, training, placements, community empowerment and by supporting Quakers in local activity.
- Quaker Communications & Fundraising raises 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 Quakers in Britain, including our ethical investment portfolio and properties.

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 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 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

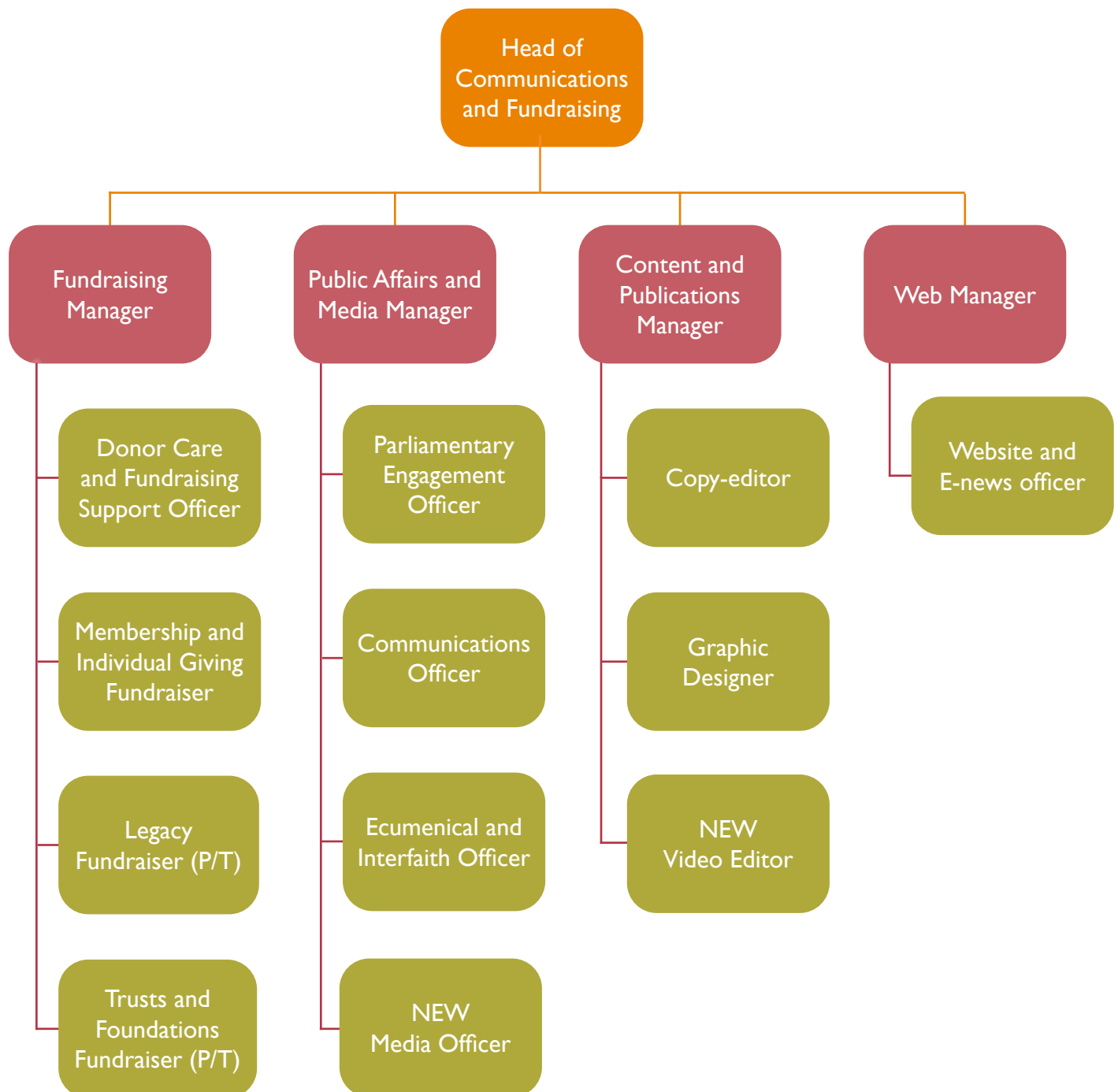
Quakers try to live according to the deepest truth we know, and we connect most deeply to this in the stillness of worship. This means speaking the truth at all times, including to people in positions of power. As we are guided by integrity, so we expect to see it in public life.

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 at www.quaker.org.uk/our-work/podcast.

Departmental structure



About this post



Job purpose

- Produce video and other digital communications for Quakers in Britain.
- Support and advise colleagues in digital media production.

Key accountabilities and main tasks

- Produce video content for Quakers in Britain: liaise with colleagues on content, coordinating filming, and editing.
- Investigate potential new video production tools.
- Ensure content is appropriate to the intended audiences and in line with house style and communications strategy.
- Produce motion graphics and other dynamic digital assets.

Intellectual demands

- The ability to plan and manage own time and meet deadlines.
- A close attention to detail and the ability to work quickly and accurately under pressure, using personal initiative, and to meet deadlines.
- The analytical skills to monitor and evaluate effectiveness of communications in order to improve output.
- A good knowledge of Quaker language, structures, history and work, and the ability to learn quickly and keep abreast of events.
- Proficiency in video-editing software, preferably Adobe Premier Pro/Rush and other Adobe Creative Cloud software.
- Interpersonal skills for managing freelancers and supporting colleagues with the production of their own content.

Judgements

- Provide recommendations for the development and improvement of communications based on well-evidenced research.
- Make careful judgements about what information is appropriate for publication to particular audiences, consulting colleagues where necessary and being alert to political sensitivities and libel.
- Knowledge of film-making process, including an understanding of composition, sound and lighting in formal and informal settings (such as interviews or live events).

Communications

Internal (paid staff): 70%

- Working collaboratively and constructively with colleagues at all levels to plan and gather content. Ensuring communications are signed off as appropriate. Working closely with website and publications specialists.

External (Quakers, committee members and all others): 30%

- Including digital and print audiences; staff and volunteers of other Quaker organisations, partner organisations or Quaker-supported projects; freelancers; committee members, role-holders and other members of the Society.

Physical demands and coordination

No unusual demands. Editing can require high levels of concentration for extended periods of time.

Working conditions and emotional demands

The postholder works in an open-plan office or at home by agreement. Occasionally, they may be required to work additional hours in order to meet deadlines or manage competing demands. Time off in lieu may then be taken, calculated on an hour-by-hour basis.

About this post



Other responsibilities

- To undertake duties and responsibilities commensurate with the post.
- Responsible for ensuring that our Safeguarding Policy is adhered to in all aspects of the role.
- Responsible for ensuring that our Equal Opportunities Policy is adhered to in all aspects of the role.
- Responsible for ensuring that our Health & Safety Policy is adhered to at all times.
- Responsible for ensuring that our commitment to sustainability is adhered to in all aspects of the role.
- Responsible for ensuring that our Staff Handbook is adhered to at all times.

Person specification



Essential knowledge

- Knowledge of and sympathy with Quaker values.
- Understanding of the principles of effective digital communications.
- IT proficiency, including familiarity with Adobe Creative Cloud tools or other common video editing tools.

Essential experience

- Demonstrable skills in a range of content production, such as graphic design, video production, motion graphics or audio production.
- Demonstrable ability to plan, manage and prioritise work and budgets with multiple deadlines.
- Conforming to a house style.
- Working as part of a team.

Essential skills

- Engaging and adaptable writing style and ability to edit in plain English.
- A close attention to detail.
- Strong interpersonal skills and the ability to manage others and develop good working relationships with staff from all parts of the organisation.
- Ability to shoot and edit simple videos.

Desirables

- Illustration/motion graphics capabilities.
- Creative copywriting skills.
- Proofreading skills.



Working for Quakers in Britain



We are a national charity employing around 150 people. Our purpose is to work with and on behalf of all 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 around 21,000 Quakers. We have nearly 500 local Quaker meetings, grouped into 72 'area meeting' charities. All these charities are affiliated to Quakers in Britain.

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

A Quaker workplace

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

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

Very few jobs at Quakers in Britain are restricted to Quakers, although about a third 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. It has its roots in 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:

- at www.quaker.org.uk/find-out-more
- by reading *Advices and queries*, which is an introduction to Quaker beliefs, at <https://qfp.quaker.org.uk/chapter/1>.

Salary and benefits



Salary

£17,722 (£29,538 pro rata) – regional
£20,828 (£34,748 pro rata) – London

Contract

Permanent

Hours of work

21 hours per week. Hours can be worked flexibly.

Location

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

Annual leave

16 days per year (27 days pro rata) plus bank holidays and three days for Christmas closure.

Sabbatical scheme

Staff can take a nine-month period of unpaid sabbatical leave after five years' continuous service.

Subsidised café and restaurant

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

Cycle to work scheme

We offer a cycle to work scheme that 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 a loan of up to £7,500 to cover the cost of a season ticket, repayable in 11 monthly instalments.

Pension scheme

Quakers in Britain has 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 to, 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 3 weeks at half pay.
- After 1 year's service, you are entitled to full sick pay for 3 months followed by 3 months at half pay, subject to a maximum of 6 months since the start of your service.
- After 4 years' service, you are entitled to full sick pay for 6 months followed by 6 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 for sick pay, subject to the requirements of the scheme.

Employee assistance programme

We offer 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 1 year's service by the 15th week before your baby is born or you adopt, you will be entitled to 6 weeks at full pay, 20 weeks at half pay and 13 weeks at SMP.

How to apply



To apply for this role, visit www.quaker.org.uk/jobs.

If you have any questions or would like to have an informal conversation about the role, including any doubts you may have about meeting the specifications, please contact Ben Robinson, Content and Publications Manager, at BenR@quaker.org.uk.

The closing date for applications is
9am on 7 January 2022.

All applications will be considered immediately after the closing date.

The principles of equality and diversity are important to Quakers in Britain in all aspects of its work. The information you provide will help us to monitor and refine our employment practices and respond to the needs of the diverse range of people we come into contact with.

Interviews will be conducted by David Loxton, Head of Communications and Fundraising, and Ben Robinson, Content and Publications Manager, on
19 January 2022.



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

