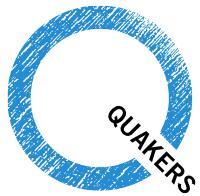


Job description

Application Pack Administrative support officer – Quaker peace and social witness



Introduction



This is an exciting time to join us and to contribute to Quaker work for peace.

Quakers are led by their faith to build a more just, peaceful and sustainable world. This role plays a really important part in helping us to run projects effectively and to be responsive to Quakers and others.

The role provides administrative support across the work, with specific time given to supporting our human rights monitoring programme in Palestine and Israel.

We hope the information in this pack will spark your interest. If you want to join our friendly, collaborative team we look forward to receiving your application.

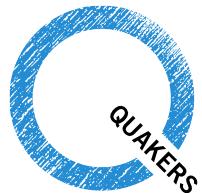
You will find in this application pack: background information about Quakers, salary, and benefits of working for us along with the job description/ person specification for the post.

If you would like an informal chat about the role before applying, please email clarew@quaker.org.uk.

Clare Wood

Head of peacebuilding projects

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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 their work to bring about social change.

Quakers have worked on issues such as the abolition of the transatlantic 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 Britain Yearly Meeting

Britain Yearly Meeting (BYM) is the formal name of the main organisation of British Quakers. It is made up of different local Quaker meetings, groups and committees. Most of our work is done by volunteers within our worshipping community with support from the registered charity, 'Quakers in Britain'.

All British Quakers are invited to come together at Yearly Meeting, the annual gathering of Britain Yearly Meeting. Yearly meeting, though worship, explores and makes decisions on issues of concern to British Quakers and guides the work of the national charity.

Quakers in Britain is a registered charity with an annual turnover of around £12m. Responsibility for the charity lies with the fifteen Trustees of Britain Yearly Meeting, nominated by Quakers from amongst the Quaker community. Quakers in Britain's central offices are in Friends House,

London. We also have a large number of staff who work across Britain.

You can download our Trustees Annual Report & Financial Statements here: www.quaker.org.uk/annualreport

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 on peace and climate justice through campaigning, training, accompaniment and by supporting Quakers in their local activities.
- **Quaker Church Affairs** manages the governance, events, and the shared identity and discernment of Quakers.
- **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**, Our wholly-owned trading subsidiary, operates Friends House as a major conference venue and runs the building facilities. The Company 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

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



About our organisation

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.

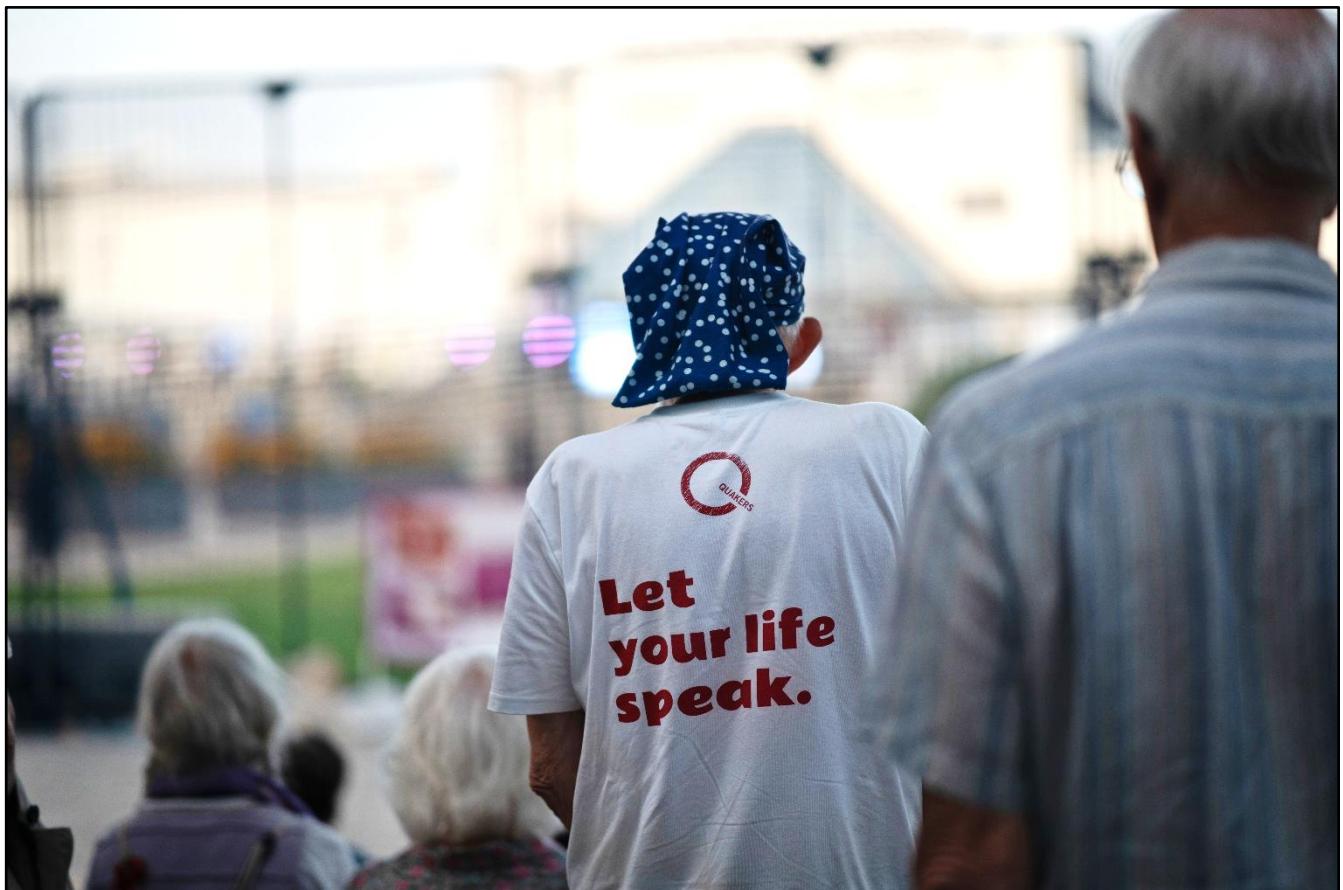
You do not need to be a Quaker to worship with us at one of our meetings.

You can find out more:

- From our website: www.quaker.org.uk.
- By reading Advice 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



Quaker Peace & Social Witness

The role is part of our Quaker Peace & Social Witness (QPSW) department.

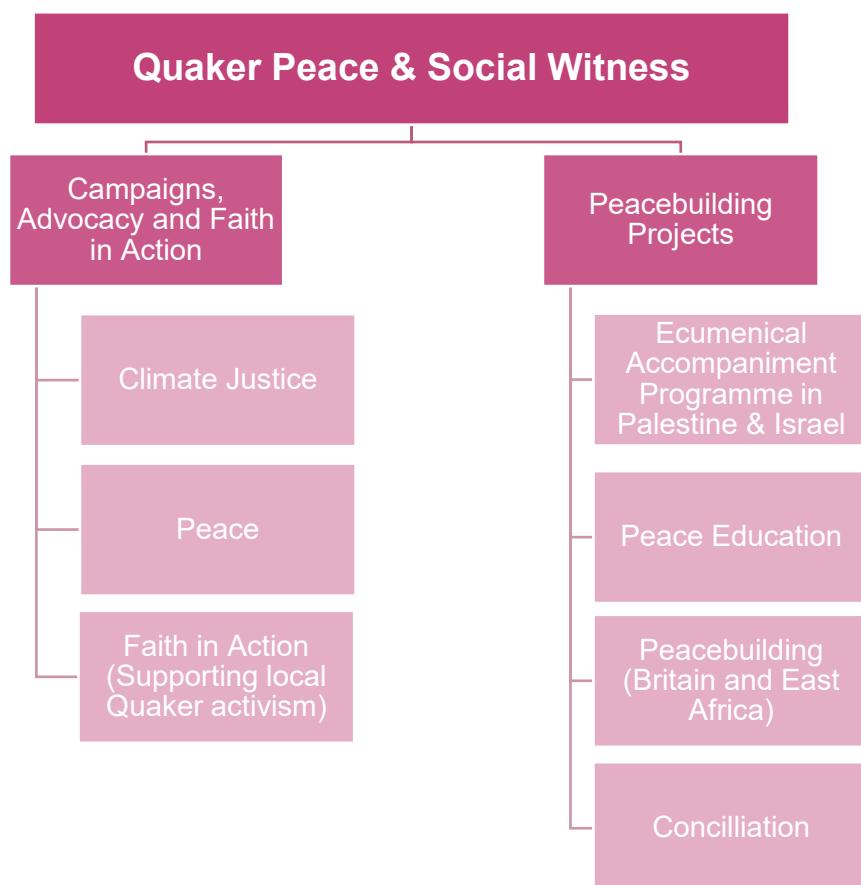
QPSW's work is guided by our strategy www.quaker.org.uk/documents/qpsw-strategy-2021-2025

Our work is both local and global. In Britain we promote peace education, support action for climate justice and campaign for non-militarised approaches to security. Internationally we partner with peacebuilders in East Africa and work for a just end to the military occupation of Palestine. We seek to fill the gaps, to work where our presence has been invited, alone or with others – wherever we will make the greatest impact.

QPSW Central Committee (the committee of Quakers that oversees and guides our work) has identified climate justice and peace as key themes for our work.

Our strategy recognises that these issues are often interlinked with other major crises including a rise in inequalities, state violence, overt racism, and a growing threat to the right to peaceful protest.

Through all of our work, we encourage Quakers and others to take a structural approach – recognising that many of the challenges we face are shaped by power hierarchies, historical injustices and an economic system that exploits people and the Earth. This leads us to work for a 'just peace', a peaceful world which is underpinned by principles of equality and justice. This means working for an end to oppression and discrimination – including the need to examine whether our own actions may be contributing to this. Many of the ends we work towards, historically and currently, are long term and require patient, but creative, work over years or decades.



Job description

1. Job purpose

- To provide high quality administrative and office management support to enable the smooth running of the department and its programmes.
- To provide administrative support throughout the process of recruiting, preparing, sending and debriefing human rights monitors (ecumenical accompaniers)

2. Key accountabilities and main tasks*

The role provides: 2 days per week cross-departmental support and 2 days per week support to the Ecumenical Accompaniment Programme in Palestine and Israel (EAPPI).

Events support

- Organise meetings, including diary management, scheduling, booking rooms and circulating minutes
- Book travel, meetings, and accommodation for the EAPPI programme
- Provide administrative and/or logistical support, as needed, to key events, protests and other project activities

Resource and systems management

- Monitor, send out and manage inventory of QPSW and EAPPI resources e.g. leaflets, banners, exhibitions, campaign materials
- Understand EAPPI yearly programme cycle and proactively complete tasks related to events and key moments in calendar
- Process expenses, invoices and departmental credit card payments, liaising with payees by phone and email

- Maintain (and develop if needed) electronic and physical filing systems and resources for QPSW and EAPPI, including volunteer records
- Act as a departmental champion for rolling out and embedding new administrative and technological systems

Communications and engagement

- Act as a contact point for enquiries in the department, fielding calls, monitoring inboxes, responding to enquiries and sending out resources
- Log and update contact information and mailing lists
- Sending out regular supporter emails (using Mailchimp).

Collaboration and learning

- Support new staff by briefing them/ demonstrating departmental filing and administrative processes
- Log and collate monitoring and evaluation information from the programmes to contribute to learning

*And other administrative tasks as needed/ identified



3. Intellectual demands

As described in the person specification, the person needs to be highly organised, able to pay attention to detail and to communicate sensitively with a range of people. The post holder needs to work flexibly and responsively.

4. Judgements

Within the parameters of agreed projects, the post holder will need to think independently and make judgements about the most effective way to carry out the work.

5. Use of resources

No budgetary responsibility, though the postholder may be asked to contribute to budget setting.

The post holder will be expected to use programme resources effectively, and in a way that aligns with BYM's values and ethical commitments.

6. Communications

Internal Communication

Approx. 60%

The postholder will work closely with colleagues in the QPSW team. The postholder will also liaise with colleagues across the organisation e.g. in finance, People Team, events team.

External Communication

Approx. 40%

The postholder will deal with external enquiries and is expected to regularly respond to ad-hoc queries by telephone, email and letter.

The postholder will support Quaker networks and may at times be in regular touch with Quaker groups.

The postholder will also need to contact external stakeholders (by phone and email) in relation to organising events, speaking engagements, travel etc. This will include Quaker meetings, volunteers, travel agencies and partner organisations.

7. Physical demands & co-ordination

Extensive VDU use.

Some aspects of the work may involve travelling alone with equipment, preparing workshop spaces by moving furniture, etc. This can be mitigated through reasonable adjustments if necessary.

8. Working conditions

The post is office based and may involve some weekend working, which would be negotiated with the line manager.

9. Other responsibilities

- To undertake duties and responsibilities commensurate with the post
- Responsible for ensuring that QiB's Safeguarding Policy is adhered to in all aspects of the role
- Responsible for ensuring that QiB's Equal Opportunities Policy is adhered to in all aspects of the role
- Responsible for ensuring that QiB's Health & Safety Policy is adhered to at all times
- Responsible for ensuring that QiB's commitment to sustainability is adhered to in all aspects of the role
- Responsible for ensuring that QiB's Staff handbook is adhered to at all times.
- A commitment to championing equity, diversity and inclusion in our workplace community



Person Specification

Essential Knowledge

- Knowledge of and sympathy with Quaker values
- An understanding of equity, diversity and inclusion issues as they show up in the workplace.

Essential Experience

- 3+ years' experience of providing standard administrative support (e.g. making and managing meeting and room bookings, travel arrangements, data entry and expense claims) in an office environment
- 3+ years' experience of working to deadlines and managing a varied workload
- Experience working with range of relevant software and digital tools to support diary management and other administrative tasks (e.g. Microsoft Planner, Outlook, Excel, Teams)

Essential Skills

- Excellent organisational and diary management skills, including ability to prioritise tasks and follow up to ensure progress
- Excellent spoken and written English
- Attention to detail, and the ability to work quickly and accurately under pressure
- Excellent interpersonal skills with the ability to communicate clearly and sensitively, including a pleasant and friendly telephone manner
- A proactive approach and the ability to problem-solve

- Willingness and ability to learn new skills

Desirables

- Experience of working in the in the peace, sustainability and/or social justice sector
- Ability to use and support others with digital tools (e.g. databases) and with AV and IT equipment at events
- Experience of customer service
- Experience of managing confidential data
- Experience of identifying and implementing improvements to administrative systems or processes

Salary & benefits



Salary

£24,139 (£30,174 pro rata) + £4,000 London Weighting.

Location

Based at our offices in London (NW1).

Hours of work

28 hours per week, spread over 4-5 days to include Tuesdays or Wednesdays, and Thursdays. We recognise that balancing the pressures of work and home life is often an important factor in taking a part time role. We can be flexible in how the hours are arranged across the week.

Holiday

27 days a year pro rata, 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 (upon completion of probation period)

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 request a nine-month unpaid sabbatical leave after five years' continuous service.

Pension scheme

Quakers strive for 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 aim to have a fair and 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.

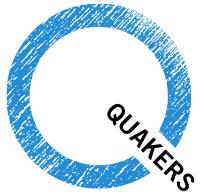
Employee Assistance

We offer access to an independent, confidential employee assistance programme- available 24 hours a day.

Family Friendly Policies

Our family friendly policies give enhanced maternity and adoption leave. Once you have more than 26 weeks service before your baby is born or you adopt, you will be entitled to 16 weeks full pay, followed by 18 weeks half pay and 5 weeks SMP. Parents expecting multiple births will receive an additional two weeks of parental leave. Staff undergoing fertility 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 for fertility treatment in any 12-month period.

How to apply



Quakers have a faith commitment to equality and encourage and welcome applications for posts from people of all identities and backgrounds. As a result of our recruitment practices, individuals will be selected only based on their relevant skills, experience, qualifications and abilities. We work hard to ensure that a candidate's age, belief, disability, ethnicity, gender, gender reassignment, marital status, nationality, neurodivergence, race, religion, sex, sexual orientation or social class will not be a barrier to working for Quakers in Britain. As a Quaker organisation we expect all applicants and employees to uphold our values.

We aim to operate an equitable and user-friendly application process for all candidates. If you need any reasonable adjustments during the application process, please contact our People Team.

Quakers in Britain is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share and uphold this commitment.

Our recruitment and selection process reflects our commitment to safeguarding, and the suitability of all candidates will be assessed during recruitment in line with our Safer Recruitment guidelines. Successful candidates will be subject to pre-employment checks in line with these guidelines.

The successful candidate will be required to undergo Safer Recruitment pre-employment checks, including:

- Right to work check
- References, including your current line manager

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

The closing date for applications is:

9am Monday 16 February

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

Interviews will be on 4 March in person in London.

