

Quakers in
Britain



Application Pack

Faith in Action Coordinator





Bridget Holtom
Engagement and Faith in Action Lead

This is an exciting time to join us and make a real impact.

At Quakers in Britain, we are working to support Quaker communities and to bring Quaker values of peace and sustainability to the world.

Throughout Britain, Quakers are living out their commitment to peace and sustainability in many different ways. Our Quaker Peace & Social Witness staff team campaign on vital issues and we support individual Quakers running projects responding to needs in their own communities. All of this work is helping to build a culture of peace and justice based on non-violent change. At this time of national and global instability social change work like this is as important as ever.

As one of two Faith in Action Coordinators, a significant proportion of your work will be to provide one-to-one support for Quakers and Quaker communities working on their own social change projects or campaigns. There is likely to be a strong climate justice focus to these, however Quakers are active on a wide range of concerns and you will need to be able to work flexibly across issues to support this. Initiatives we have supported in the past include support for The Big One and COP26, protests at arms fairs, resistance to fracking and a living wage campaign

The role will also involve developing resources (such as our [Toolkits for Action](#)). You will contribute to the organisation and facilitation of community building and networking events so that Quakers can make connections, learn

from, work with and inspire each other. You will also work to contribute to communications content such as newsletters, video and social media to support Quakers to understand and take action for climate justice and peace.

We hope the information in this pack will fire your interest. Quakers are inspired by faith to work for a just, peaceful, and sustainable world. Our staff team of people share those values and support that work as we seek to increase our impact.

If you want to join our friendly and collaborative team, we look forward to receiving your application.

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

Regards,



Bridget Holtom
Engagement and Faith in Action Lead

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



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 Britain Yearly Meeting

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 fifteen 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 communities 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 Church Affairs manages the governance, events, and the shared identity and discernment of Quakers. It is underpinned by work on equity and justice in these structures.
- 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.

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 here www.quaker.org.uk/structure.

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.

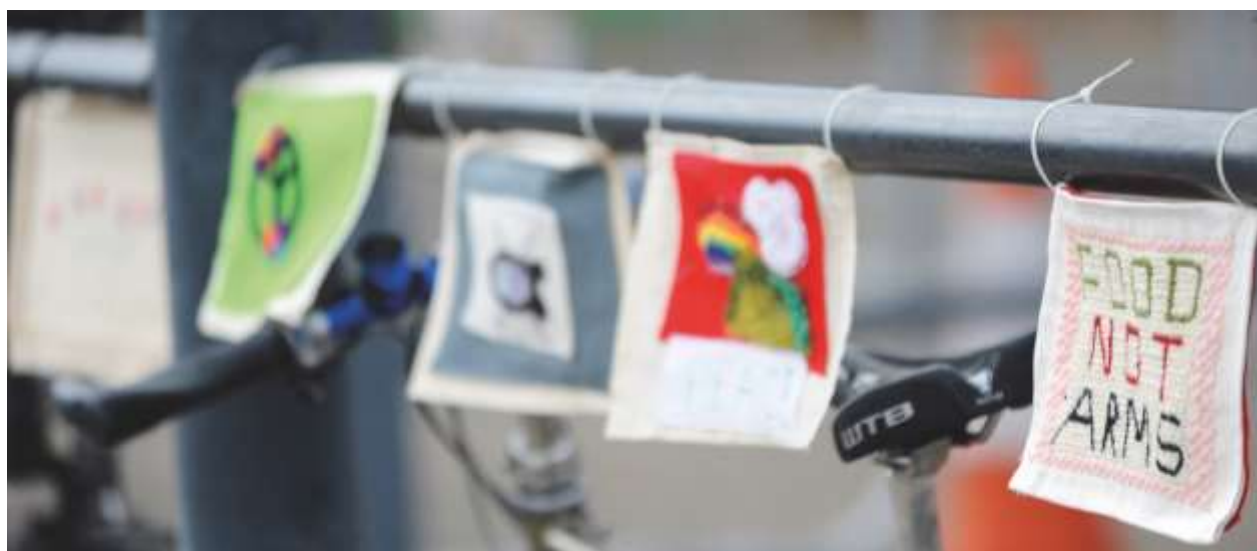
Truth and integrity

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.



Working for Britain Yearly Meeting



Britain Yearly Meeting (BYM) 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'.

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.

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 a small campaigns, advocacy & faith in action team within our Quaker Peace & Social Witness (QPSW) department.

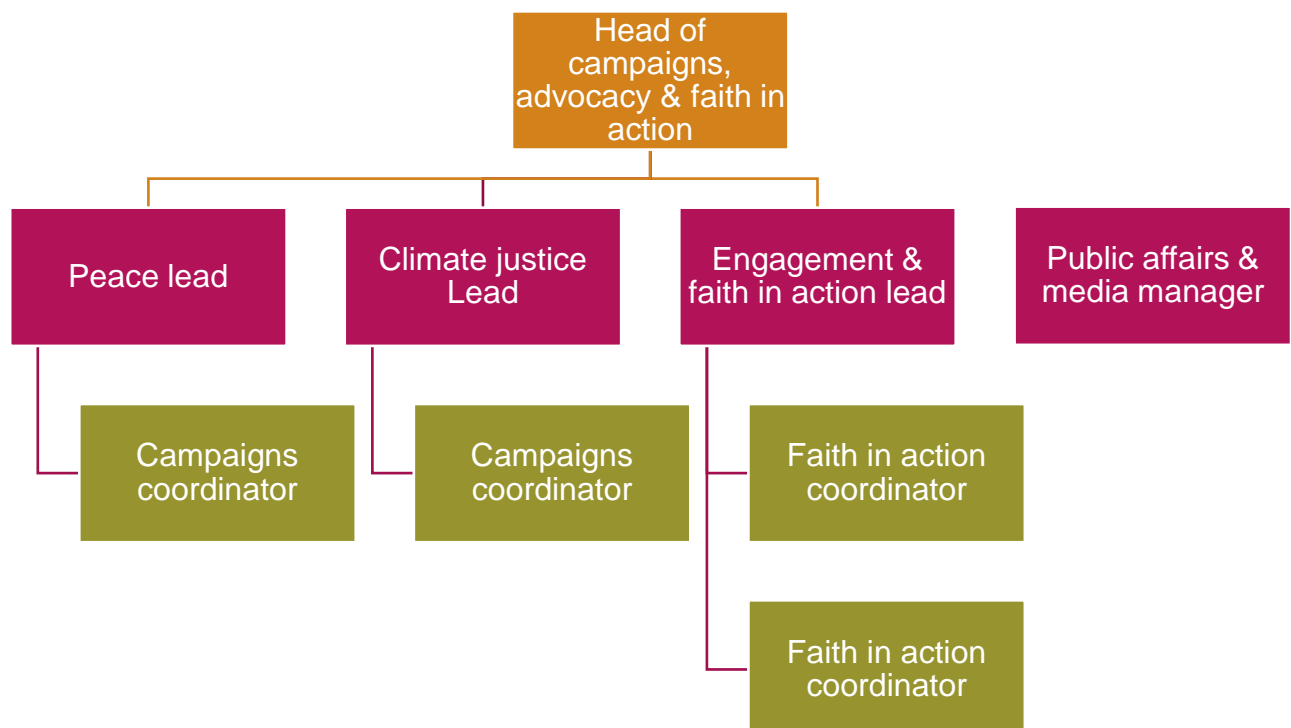
QPSW's work is guided by our recently adopted [2021-2025 strategy](#).

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. Overseas we support 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 over the next few years.

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 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 purpose

This is one of two Faith in Action Coordinator posts that support grassroots Quaker witness². Quaker communities take action on a wide range of interconnected concerns and issues. The coordinators will provide a 'basic offer' of support available to all Quakers throughout Britain and provide more in-depth support to a smaller number of selected initiatives.

The coordinators will work collaboratively and flexibly according to need, but within this may be asked to take the lead on specific projects or support witness in particular issue areas. These issue areas are 'sustainability & climate justice' and 'peace & peacebuilding'. This fixed term position is likely to focus on sustainability and climate justice.

- Strengthen, support and grow effective faith-driven witness for positive and nonviolent social change as led and owned by grassroots Quaker groups.
- Excite, engage and support Quakers and Quaker communities to grow their skills, confidence and capabilities to work for social change and to contribute to wider movements for social change.
- Develop communities and networks so that Quakers can make connections, work with and inspire each other.
- Enable BYM to further develop its approach to for supporting grassroots Quaker witness/activism.

1. Key accountabilities and main tasks

Responsive advice, support and accompaniment for grassroots witness

- Provide support and advice to Quaker communities, networks and individuals developing or working on locally led projects, campaigns and actions for social change.
- In line with agreed criteria, provide accompaniment and support for selected grassroots initiatives. The emphasis is on enabling Quakers to deliver these themselves and to become more skilled and capable over time.
- Support and encourage potential applicants for the Faith in Action Grants Programme, offer advice on how to turn ideas into workable projects that have the best chance of funding and provide recommendations to the group responsible for deciding awards.
- Coordinate with relevant colleagues in the BYM 'Supporting Quaker Communities' team and Woodbrooke³ to ensure that support for grassroots witness and learning is complementary and does not duplicate.
- Encourage and support Quakers to share their experience and stories of grassroots witness, to promote shared learning, inspiration and outreach.

¹ Grassroots means activity that is owned, initiated and led outside central Quakers in Britain structures, whether by Quaker meetings and communities, or by individuals.

² For Quakers, 'witness' is used to describe practical action to live out Quaker Faith in the world and to work for peaceful and positive social change. For many Quakers witness is an integral part of their spiritual experience. It can take many forms and be focused at a personal, community, national or international level. Examples include projects designed to relieve poverty, campaigns to challenge racial injustice or nuclear weapons, community dialogue, mediation, public protest and civil disobedience, challenging the root causes of violence and working to build, relationships and co-operation.

³ The Quaker learning centre.



Proactive faith in action support programme

Although the post holder will be expected to contribute to all the following, lead responsibility and project management for specific pieces of work will be allocated across the faith in action team.

- In line with agreed priorities and BYM events programme, contribute to planning and delivery of an annual programme of events, gatherings and opportunities to support skills and community building, learning and collaboration for effective nonviolent witness/action, including supporting Quakers to network with non-Quaker activists.
- Develop tools, guides, and resources to support skills and learning for nonviolent witness/action. This includes reviewing existing tools, identifying the need for new content and either commissioning or producing these.
- Encourage and support Quakers to share their experience and stories of locally led witness, to promote shared learning, inspiration and outreach, across the Quakers in Britain communication channels.
- Develop communications content and resources to support Quakers to understand and take action for climate justice and peace. This might include developing comms plans, newsletters, press releases, toolkits, leaflets, video and web content.
- Undertake periodic 'needs analyses' to draw out trends, better understand the needs and constraints of our activist network and inform the development of BYM's faith in action 'offer'.

- With colleagues, contribute to organisational mapping of witness activity and participate in shared learning about the needs of Quaker communities. Participate in cross-organisational Supporting Quaker Communities groups.
- Day to day responsibility for coordination with Woodbrooke on BYM funded sustainability work (for duration of project).
- Supporting the BYM faith in action grants programme: supporting potential applicants to develop ideas and apply; sharing information about the programme.
- Administrative tasks. – e.g., maintaining records, updating contact lists, coordinating room bookings and logistics, organising events, setting up monitoring mechanisms, processing requests for resources.

Other responsibilities

- Contribute to reporting, information and advice given to governance committees.
- Co-ordinate and contribute to monitoring and evaluation and shared learning – in line with organisational practices - contributing to a learning culture in BYM and to fundraising where appropriate.
- In line with agreed priorities, deliver workshops, talks and events to inform and excite Quakers about the centrally managed work, highlight its spiritual roots and invite the Quaker community to be part of this.



Other responsibilities continued

- Participate in team meetings, liaise with communications staff and other colleagues, and contribute to a dynamic programme of work.
- Act as a staff link to selected Quaker Recognised Bodies.
- Help to ensure that the Quaker commitment to equality and nonviolence are incorporated across the work and that the work embeds and promotes anti-racist and anti-oppressive practice.

2. Intellectual demands

The post requires an:

- Understanding of organising for social change, and the willingness to continuously develop knowledge in this area.
- Ability to plan projects, events and workshops from start to finish, drawing upon expertise and feedback from others in a timely manner.
- Ability to co-design and co-plan work, agreeing and meeting deadlines and communicating clearly with colleagues so that plans are implemented effectively.
- Ability to facilitate input from a wide variety of stakeholders, to analyse needs, collect feedback and other relevant information to inform future work development.
- Ability and willingness to understand and engage with Quaker processes and a sympathy with a faith-based approach to the work. Quakers

express their faith in diverse ways and are not necessarily typical 'activists'.

- Ability to communicate with sensitivity and diplomacy. The role holder will need to take account of the diverse opinions, interests, needs and requests of others.

3. Judgements

The post holder will be expected to work within the framework of agreed workplans and priorities, with direction and support from their line manager, the Engagement and Faith in Action Lead.

It will also be necessary to work alone and make judgements, including prioritisation, workload management, and when to check with colleagues before acting.

4. 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.

Internal Communication ~ 50% of time

Contact will mainly be with colleagues in the Campaigns, Advocacy and Faith in Action Team, other staff within Quaker Peace & Social Witness, the Communications & Services and Supporting Quaker Communities teams.

External Communication ~ 50% time

Contact will mainly be with Quakers taking action for social change or serving on governance committees. There is likely to be some communication with wider Quaker audiences and with external organisations.

5. Physical demands and co-ordination

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

- Extensive Visual Display Unit use.
- High levels of sustained concentration to support analysis, effective listening and facilitation.
- 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.

6. Working conditions and emotional demands

- The role can be based at Friends House in London, Quakers in Britain Yorkshire Centre in Leeds or from home (subject to a suitable work location being agreed with Britain Yearly Meeting).
- If based at another location, regular travel to London (approximately once every 2 weeks) should be expected. This may require overnight stays. Reasonable travel and accommodation expenses away from your agreed place of work will be paid for by Quakers in Britain.
- Core working days are Tuesdays and Thursdays. This is necessary to support cross-organisational and team coordination.

- In addition to the above it will sometimes be necessary to work away from home, mainly in the UK but possibly overseas. It will also be necessary to undertake some work outside of normal office hours. Up to 15 weekends a year may be affected by work commitments, for which Time off in Lieu will apply.
- Working on challenging issues with a wide range of people can be emotionally demanding and the role will require inclusivity, sensitivity and cultural adaptability.
- Helping to manage safeguarding, pastoral, and accessibility needs at events, with support from events team and other colleagues as needed.
- As the postholder may be required to work with young people, a DBS check may be required.

Other responsibilities

- Undertake duties and responsibilities commensurate to the post.
- 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.
- Responsible for ensuring that BYM's Health & Safety Policy is adhered to at all times.
- Responsible for ensuring that BYM's commitment to sustainability is adhered to in all aspects of the role.
- Responsible for ensuring that Britain Yearly Meeting's Staff handbook is adhered to at all times.



Essential knowledge

- Knowledge of, and sympathy with, Quaker values and approaches to peace, climate and social justice.
- An in-depth understanding of a range of nonviolent campaigning, activism and organising approaches for creating social change.
- Be able to demonstrate a good understanding of, and commitment to equality, diversity and inclusion in the workplace.

Essential experience

- Experience of running or working on community organising projects, working with a range of people with diverse skills, knowledge and experience.
- Experience of planning and facilitating meetings, workshops or training using participatory techniques.
- Ability to design, deliver and monitor projects and events – setting and working to deadlines and project plans.

Essential skills

- Outstanding interpersonal skills, with the proven ability to build effective relationships and collaborative partnerships/networks.
- A demonstrable commitment to equality and inclusion in working practices and an understanding of anti-oppression theory and practice.

- Active listening skills with the ability to analyse conversations to identify both presenting and underlying needs of activists/Quakers.
- Flexible, with the ability to juggle multiple projects and adapt to changing priorities.
- A problem-solving approach, with the proven ability to help others develop their project ideas and plan effectively.
- Able to honestly reflect on and evaluate projects, using learning to inform future work.
- Ability to create high quality, engaging content and to use communications tools for social change, including websites, blogs and social media.
- Good administrative and organisational skills, with a systematic approach to information gathering record keeping.
- IT skills including Microsoft Outlook, Word and Excel.

Desirables

- An understanding of Quaker structures and processes.
- Qualifications or training in community development, community organising or similar.
- Experience of providing one-to-one coaching, mentoring or other support.

Salary & benefits



Salary

£30,197.60 (£37,747 pro rata) London
£25,669.60 (£32,087 pro rata) – Regional

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. Regular travel to London is required and reasonable travel and accommodation expenses away from your agreed place of work will be paid for by Quakers in Britain.

Hours of work

28 hours per week, spread over 3-5 days. Our team's core working days are **Tuesdays and Thursdays** to support cross-organisational and team coordination.

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 agreeing how the hours are arranged across the week.

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.

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

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 can take nine-months unpaid sabbatical leave after five years' continuous service.

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 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

Quakers offers 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 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 SMP.

How to apply



Apply on line at www.quaker.org.uk/jobs.

The closing date for applications is:

on 9am Monday 3rd July 2023.

The principles of equality and diversity are important to Quakers in Britain in all aspects of its work. We encourage you to fill in our diversity monitoring form when applying. The information you provide will help us to monitor and refine our employment practice and respond to the needs of the diverse range of people that the organisation comes in to contact with.

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

Interviews will be conducted online by Suzanne Ismail and Bridget Holtom and another member of the Quaker Peace & Social Witness Team, on 17th or 18th of July 2023.

We do not send individual acknowledgement of applications due to the high volume of applications we receive, and we only contact candidates who have been shortlisted for an interview. If you do not hear from us within two weeks of the closing date, we are sorry, but your application has not been successful on this occasion.

