Dear Applicant,

**Economics & Sustainability Network Coordinator**

Thank you for your interest in the above post.

The job information pack contains the following information:

* The job description and person specification
* Standard application form
* Background information
* Equality opportunities statement

If you would like to apply for the post, please download, complete and return the application form. You must ensure that you address all the criteria set out in the person specification for the post.

The personal information that you have supplied will only be used for recruitment and selection purposes. You should refer to the Privacy Notice on our website, which sets out how BYM will deal with the personal and sensitive data you have provided in your application form and supporting information.

We would be grateful if you could also complete the Equality and Diversity Monitoring Form. 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 practice and respond to the needs of the diverse range of people that our organisation comes in to contact with. The personal data provided will be kept securely by HR and will not be shared with any member of the selection panel.

Please ensure that we receive your completed application in our office by the closing date. We do not accept CVs as an application for posts, but you can attach your CV to the application form if you wish. You should email your completed application to quakeremploy@quaker.org.uk The closing date for receipt of application forms is **12pm, Thursday 14 June 2018**. Interviews will take place on **Tuesday 26 June 2018**.

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, your application has not been successful on this occasion. Your application form and supporting details will be kept as legally required for six months in case of a dispute, and thereafter will be destroyed.

Thank you for your interest in the post, we look forward to receiving your application.

**Job Description**

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| **Job title:** Economics & Sustainability Network Coordinator **Reports to:** Programme Manager, Economics & Sustainability**Key relationships:** Programme Manager, Sustainability; QPSW Communications Coordinator; the Advocacy & Public Relationships team**Department**: Quaker Peace & Social Witness **Date**: May 2018 |

**Job purpose**

To support Quakers in living out their faith-led commitments – namely, to help build a fair economy and a sustainable future.

To contribute to the development and implementation of QPSW-led campaigns. These aim to engage, inspire and support Quakers in Britain to take action on economic justice and sustainability issues.

To help ensure that Quakers in Britain are effective agents for social change. This means providing advice, support and tools to local Quaker projects, to help build a more just and sustainable world.

To support the move towards a more networked approach. This is intended to help Quakers connect, learn from, and support each other in taking action.

To contribute creatively to a dynamic and changing programme of work.

**Key accountabilities and main tasks**

Supporting Quakers to network and campaign (estimated 50–60 per cent of time). This means the postholder will:

* be the first point of enquiry for Quakers seeking information, support or advice on economic justice and sustainability issues
* develop creative ways to inspire and mobilise Quakers in Britain to campaign on economic justice and sustainability issues
* give talks and workshops on QPSW work
* develop campaign materials, including: action alerts, toolkits, print articles and web content
* support local Quaker meetings with their economic justice and sustainability projects, through the provision of information, advice and tools
* work with team and committee members on applications for New Economy and Sustainability grants given to local Quaker projects. The postholder will ensure the timely distribution of grants once awarded
* coordinate a Quaker presence at selected events, including peaceful public protests, vigils and lobbying events
* maintain and develop systems, tools and opportunities to enable Quakers to connect, learn from, and support each other in taking action
* maintain and develop ongoing relationships with key members of our activist network
* contribute to our monitoring and evaluation processes.

Represent Quakers to external bodies (estimated 20–30 per cent of time). In consultation with the relevant programme managers, the postholder will attend occasional external meetings with partners. This is to inform programme development and provide a Quaker perspective on policy issues and proposed campaigns etc.

Administration (estimated 10–20 per cent of time). This means:

* effective record keeping, in order to monitor engagement levels across our activist network
* developing key relationships
* administering the New Economy and Sustainability grants process
* organising events
* filing, note-taking and other administrative tasks.

**Intellectual demands**

The role involves working closely with members of a religious community. Quakers express their faith in diverse ways and are not necessarily typical activists.

The role requires a willingness to understand and engage with Quaker processes. The postholder must have a sympathy with a faith-based approach to the work.

The role involves communicating with sensitivity and diplomacy. The postholder needs to take account of the diverse opinions, interests, needs and requests of others.

The postholder needs to continuously develop their knowledge of campaigns and the work of other organisations and individuals.

Programme priorities develop over time. The postholder needs an ability to research and stay familiar with the subject areas.

The postholder needs a positive, flexible approach and a genuine commitment to social change.

**Judgements**

The postholder will be supported and supervised in their work, but will also need to work on their own. They need to make judgments on:

* deadlines, schedules, communications and the prioritisation of tasks
* the appropriate ways to communicate the work
* the varied skills, contributions and support needs of Quakers and others
* when to check with colleagues before acting.

**Use of resources**

The postholder will have no formal budgetary responsibility. But they will be expected to use of programme resources effectively, in line with our commitments to sustainability and economic justice.

**Communications**

The job requires a considerable amount of communications work.

*Internal (50 per cent of time)*
Contact will mainly be with:

* other members of the Economic Justice & Sustainability team
* staff from Quaker Peace & Social Witness
* Communications and Services teams.

*External (50 per cent of time)*

Contact will mainly be with:

* members of Quaker committees, individual Quakers and Quaker meetings
* partner organisations.

**Physical demands and coordination**

The role is primarily office based with no unusual physical demands.

**Working conditions and emotional demands**

The role is based at Friends House in London but occasional work away from home, outside normal office hours, is required. Eight to ten weekends a year may be affected (time off in lieu will apply).

**Other responsibilities**

The postholder will be responsible for:

* ensuring that Britain Yearly Meeting’s Equal Opportunities Policy is adhered to in all aspects of the role
* ensuring that Britain Yearly Meeting’s Health & Safety Policy is adhered to at all times
* ensuring that Britain Yearly Meeting’s commitment to sustainability is adhered to in all aspects of the role
* undertaking other duties and responsibilities commensurate with the post.

**Person Specification**

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| **Job title:**  Economics & Sustainability Network Coordinator**Department:** QPSW**Date:** May 2018 |

**Essential knowledge**

A knowledge of sustainability and economic justice issues.

A knowledge of, and sympathy with, Quaker values.

An understanding of the role of campaigning and activism in creating social change.

**Essential qualifications**

Educated to degree level, or with relevant equivalent experience.

**Essential experience**

Experience of campaigning for economic or environmental change in the NGO, community or voluntary sector.

Experience of using a range of tools to engage and support people in campaigning.

Experience of communicating with stakeholders using a variety of media.

**Essential skills**

Excellent interpersonal skills with the proven ability to support people with differing levels of knowledge and experience.

An ability to identify the needs and challenges faced by groups and individuals working for social change. Also to propose workable, engaging solutions to these.

An ability to create appealing and engaging written content (for newsletters, action alerts, web pages etc).

An ability to analyse, generate conclusions from, and accurately summarise information relating to economic justice and sustainability issues.

An ability to identify effective projects for social change, and to work with others to develop project plans.

Self-motivation, working well alone or within a team.

IT skills including Microsoft Outlook, Word and Excel.

Good organisational and administrative skills.

**Desirables**

An understanding of Quaker structures and processes.

Experience of working with faith communities.

Experience of using membership databases, social media and uploading web content.

**Background Information**

Quakers are a faith group with a deep commitment to sustainability and equality. We have a bold vision of a world in which the Earth is protected and its resources are shared fairly. Quaker Peace & Social Witness works with and on behalf of Quakers to turn this vision into reality.

Over the last few years our economic justice and sustainability work[[1]](#footnote-1) has included:

* campaigning for energy and climate justice. We have called on the UK government to ban fracking and limit the UK’s carbon emissions
* campaigning against social security cuts and for greater government action on hunger and food poverty
* divesting centrally from fossil fuels and helping local Quaker meetings do the same
* helping people use their own finances to promote economic and environmental justice
* supporting local Quaker projects, for example on Living Wage accreditation or credit unions
* helping Quakers develop a vision of a just and sustainable economy.

These activities are underpinned by our belief that the environmental crisis is enmeshed with global economic injustice. Quakers need to: live more sustainable lives; challenge unjust economic structures; and help build an economic system based on justice and respect for the Earth.

**The role**

QPSW believes that long-term, systemic change requires a movement. The Economics and Sustainability Network Coordinator helps Quakers play an active part in this movement.

The role involves developing new and creative ways to engage Quakers in QPSW-led campaigns. These are on issues such as climate justice, tax and the need for a just social security system. The postholder will work with programme managers to design campaigns that involve the wider Quaker community. They will implement campaign plans as guided by our governance committee.

The postholder will also support local Quaker projects. This includes helping groups to develop and refine their ideas, providing tools and advice. They will also help groups access funding, though our sustainability and new economy grants. The postholder will also assist Quaker activists in connecting with, supporting and learning from each other.

This is a diverse role and no two days will be the same. Flexibility and the ability to work across a range of issues is essential. The Economics and Sustainability Network Coordinator will be part of a small team, working on a number of projects at the same time. Strategic priorities will evolve over time, guided by a governance committee. The postholder will be expected to continually develop their knowledge and approach.

We are seeking a capable, flexible and enthusiastic colleague. The postholder will have a genuine commitment to social change. They’ll also have experience of a range of campaigning tools, activities and techniques.

**Equality Monitoring Form**

**Policy**

Britain Yearly Meeting is a Quaker organisation and seeks to live up to the Quaker Testimony to Equality in its employment practices. It is our policy to ensure that no job application or employee receives less favourable treatment on the grounds of race, age, colour, ethnicity or national origin, religious beliefs, sex, transgender, sexual orientation, disability, marital or civil partnership status, political beliefs, membership or non- membership of a trade union or any other factor irrelevant to the selection process. Selection procedures are reviewed to ensure that individuals are selected, promoted and otherwise treated on the basis of their relevant skills and abilities.

**Monitoring**

In order to ensure the continued development of this policy, all applicants are asked to complete the details below. This information will be solely used for monitoring purposes and will be treated as confidential and will be separated from your application form on receipt and before any consideration of candidates takes place.

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| --- | --- |
| **Post applied for** |  |
| **Name** |  |
| **Sex** |  |
| **Date of Birth**  |  |

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| **Please place an X next to the description which you feel is the most appropriate of your ethnic origin (please choose ONE section from A to F).**  |
| **A White** | **B Mixed** |
| BritishIrishOther (please indicate)Prefer not to say | White and Black CaribbeanWhite and Black AfricanWhite and AsianOther (please indicate)Prefer not to say |
| **C Asian or Asian British** | **D Black or Black British** |
| IndianPakistaniBangladeshiOther (please indicate)Prefer not to say | CaribbeanAfricanOther (please indicate)Prefer not to say |
| **E Chinese** | **F Any other Background** |
| ChineseOther (please indicate)Prefer not to say | Any other backgroundOther (please indicate)Prefer not to say |
| **How would you describe your sexual orientation? Please place an X next to the description you feel is the most appropriate. Do you identify as:** |
| Bisexual |  |
| Gay Man |  |
| Gay/Lesbian Woman |  |
| Hetrosexual/Straight |  |
| Prefer not to say |  |

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| **Which of the following, if any, is your religion. Please place an X next to the description you feel is the most appropriate.**  |
| Atheist |  |
| Baha’i |  |
| Buddhist |  |
| Christian |  |
| Hindu |  |
| Jains |  |
| Jewish |  |
| Muslim |  |
| Parsi |  |
| Rastafarian |  |
| Sikh |  |
| No religion |  |
| Prefer not to say |  |
| Other (please state) |  |

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| **Do you consider yourself to have a disability?** |
| Yes |  |
| No |  |
| If yes, please state  |  |

**Guidance Notes**

**PLEASE READ THESE NOTES BEFORE COMPLETING THE APPLICATION FORM**

These notes have been designed to assist you by providing information about BYM’s recruitment process.

**Preparation**

You should spend time reviewing your skills, achievements and experience, identifying those that are relevant to the job.

**Making your Application**

**Job Details**

You should read the job description, person specification, advert and any background information so you know what the job involves. Think about why you are interested working for the Religious Society of Friends (Quakers in Britain), the post and how your knowledge, skills and experience (paid or non-paid) would enable you to be effective in the role.

**Supporting Statement**

You should write a supporting statement setting out the reasons why you think you are suitable for the post. **You must address each item on the person specification.**  You should highlight the experience, skills, achievements that you would bring to the post including, those that you have gained through previous employment, voluntary work or any other relevant experience.

**Accuracy of Information**

The information that you provide to the Religious Society of Friends, both on your application form and at interview must be accurate. If we discover that any information provided is inaccurate, an offer of employment may be withdrawn. Where an appointment has been made, we may take disciplinary action up to and including dismissal.

**Data Protection**

You should be aware that information contained in or derived from your application may be retained in both manual and computerised form for the purpose of recruitment administration, the production of depersonalised statistical data relevant to recruitment or equality issues and on appointment, personnel, payroll and pensions administration.

If your application is unsuccessful your application form will be retained for a maximum period of six-months.

We will not share your information with any other organisation unless required to do so by law.

**Completed applications**

Completed applications should be emailed by the stated closing date to: quakeremploy@quaker.org.uk

**Equality & Diversity**

**QUAKER FAITH & PRACTICE 23.36**

'At the Centre of Friends’ religious experience is the repeatedly and consistently expressed belief in the fundamental equality of all members of the human race. Our common humanity transcends our differences...We aspire not to say or to do anything or condone any statements or actions which imply lack of respect for the humanity of any person.' (Meeting for Sufferings, 1988)

The Religious Society of Friends (Quakers) is committed to equality. In order to monitor our commitment to equality we ask applicants for posts to complete our equality monitoring form. The information provided is treated in the strictest confidence and is detached prior to shortlisting. The forms are retained by HR and the panel do not have sight of them.

**Appointment Process**

After the closing date is passed, the recruiting manager and the interview panel shortlist applicants who demonstrated that they meet the essential criteria set out in the person specification. Only candidates shortlisted are invited for interview. If you do not hear from us within two weeks of the closing date your application has been unsuccessful.

Normally applications received after the closing date are not considered

**Interview**

If you are shortlisted for interview you will be invited to a selection process. All interviews are conducted by a panel of two or more including the recruiting manager. If there are any special arrangements associated with the selection process e.g. tests or presentations, you will be informed accordingly.

**Disability**

If you are an applicant with a disability and have any specific needs, adjustments that you would like us to make or queries please contact HR on 020 7663 1111/1110.

**Interview Outcome**

If you are invited to attend an interview/and or selection process you will be informed either verbally or in writing of the outcome. The successful candidate will have the decision confirmed in writing as an offer of employment. The unsuccessful candidate is offered the opportunity for feedback.

**References**

On the application form you are asked to provide us with the details of three referees, one of which must be from your most recent employer. If you were a student one of your referees should be from a tutor. We only contact referees with your permission after an offer of employment has been made.

All offers of employment are conditional upon the receipt of references that are satisfactory to BYM, verification of right to work in the UK, medical health clearance, and where applicable verification of qualifications and Disclosure and Barring Service.

**Right to Work in the UK**

Under Immigration Act 2014, employers must ensure that any prospective employee is legally entitled to live and work in the UK. If you are offered employment by the Religious Society of Friends (Quakers) you will be required to produce an official document confirming that you are entitled to live and work in the UK, e.g. passport; full birth certificate and official document confirming your name and national insurance number; or a passport/travel document/letter from the Home Office.

**Queries**

If you require further information or wish to raise any matters with regard the appointment process, please contact HR on 020 7663 1111/1110.

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**Complaints**

Applicants for posts within the Religious Society of Friends (Quakers) have the right to complain if they feel they have been unfairly treated or discriminated against during the recruitment process. If you feel that this is the case you should contact Ric Moore, Head of HR & Training, on 020 7663 1111 (direct line) or by email: ricm@quaker.org.uk

**Working for Quakers in Britain**

Britain Yearly Meeting, is a national charity employing around 180 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.

**About Quakers**

The Quaker way is based on silent worship, as a way to help people connect directly to God. Quakerism began in Britain in the 17th Century. Its roots are in radical Christianity, although today not all Quakers call themselves Christian.

Quakers share a way of life rather than a set of beliefs. We seek to experience God directly, within ourselves and in our relationships with others and the world around us.

Quakers are ordinary people, who try to live their values they can. This leads many Quakers to work for a better world. Values that are important to us include truth and integrity; simplicity; equality; peace; and sustainability.

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

You can find out more:

• From our website - www.quaker.org.uk

• By reading `Advice and Queries’ which is an introduction to Quaker belief (<http://qfp.quaker.org.uk/>)

• By visiting the Quaker Centre at Friends House, which has leaflets and books, and volunteers who can answer questions

• Or ask for a free information pack – [www.quaker.org.uk/more-information](http://www.quaker.org.uk/more-information)

1. In addition to the economic justice and sustainability work QPSW runs a number of other projects on peace and social justice issues. To find out more go to www.quaker.org.uk/our-work. [↑](#footnote-ref-1)