Dear Applicant,

**Personal Assistant to Senior Managers**

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](mailto:quakeremploy@quaker.org.uk) The closing date for receipt of application forms is **Tuesday 28 August 2018**. Interviews will take place on **Wednesday 5 September 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:** Personal Assistant to Senior Managers  **REPORTING TO**: Governance Manager  **RESPONSIBLE FOR**: No line management responsibility  **DEPARTMENT**: Recording Clerk’s Office  **DATE**: July 2018 |

**Job purpose**

To provide high-level secretarial support for four members of Britain Yearly Meeting’s (BYM) senior management team (Management Meeting).

To assist Management Meeting (MtM) in managing, planning, monitoring and developing the governance systems and processes of BYM through its work with committees.

To contribute to good communication, organisation and project work across MtM.

1. **Key accountabilities and main tasks**:

Secretarial support to members of MtM

* Meet regularly with each member of MtM to schedule own workload and share developments.
* Administer meetings and manage diaries, taking a pro-active approach whenever possible by ensuring that agendas and papers/supporting information are prepared in advance and circulated ahead of time.
* Prioritise meetings, rearranging diaries to accommodate urgent requests.
* Take minutes/notes at meetings.
* Prepare and circulate follow-up papers to meetings and track actions arising.
* Collate information for papers and ensure formatting/templates are standardised.
* Research and book best-value travel arrangements.
* Manage and prioritise emails for MtM, flagging the need for action or attention as appropriate.
* Monitor and forward-plan for tasks, flagging deadlines and ensuring enough notice is given to complete tasks in time.
* Co-ordinate and prioritise tasks from MtM members.
* Manage documents, including document location and filing.
* Work closely with other support staff, particularly the Personal Assistant to the Recording Clerk.

Governance: support Management Meeting and Governance Manager with committee work

* Assist in the preparation of agendas.
* Develop templates/pro-formas for papers.
* Help draft minutes.
* Supporting fortnightly meetings of Management Meeting through forward planning, co-ordinating preparation of papers with staff, tracking follow up.
* Contribute to the research and drafting of papers and cover notes and carry out proof-reading as required.
* Ensure papers are delivered on time.
* Help manage the committee website document sharing system.
* Track continued business and ensure tasks are followed up.
* File and archive committee records.
* Ensure close liaison between the Events and Committees Team and the Recording Clerk’s Office through attending team meetings and supporting events (such as Yearly Meeting) where appropriate.

Communication

* Plan communications against deadlines to ensure they are delivered on time.
* Prepare communications for stakeholders and colleagues.

Task and project planning, monitoring and delivery

* Plan project activities against timelines.
* Keep track of project milestones/deliverables/outputs against deadlines, to ensure that deadlines are met.
* Contribute to project development and planning meetings.
* Liaise with other staff working on projects and feed back to members of MtM with information about the content and progress of projects.

Organisation

* Help to maintain and improve administrative systems.
* Develop and maintain procedures, manuals and handbooks.
* Contribute to the work of the office team, including sharing routine office tasks such as fielding phone calls, photocopying, archiving, and indexing minutes.

**2. Intellectual Demands**

* Written and spoken communication, proof-reading and attention to detail.
* Plan timelines to ensure deadlines are met.
* Synthesise diverse information/points into coherent reports.
* Understand complex governance structures and processes.

**3. Judgments**

* Prioritise work and balance competing demands.
* Understand when to consult with other staff or committee members.
* Prepare agendas for meetings and knowing when to pass items from one committee to another.
* Discretion and confidentiality.

**4. Use of Resources**

* Manage expenses claims for accommodation and travel.

**5. Communications**

**Internal (60%)**:

* Working with members of MtM.
* Communicating with staff on behalf of MtM
* Act as conduit between staff and MtM for appointments/meetings and other communication.

**External (40%)**:

* Dealing directly with committee members on administrative matters.
* Referring enquiries from Friends to the most appropriate colleague/committee members.

**6. Physical demands and co-ordination**

The post requires no unusual physical demands.

**7. Working Conditions and Emotional Demands**

* Ability to prioritise a complex workload and work to deadlines.
* Ability to maintain confidentiality.

**OTHER RESPONSIBILITIES:**

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

**BRITAIN YEARLY MEETING**

**PERSON SPECIFICATION**

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| --- |
| **Job Title:** Personal Assistant to Senior Managers  **Department:** Recording Clerk’s Office  **Date:** July 2018 |

**ESSENTIAL KNOWLEDGE**

* Knowledge of and sympathy with Quaker values

**ESSENTIAL QUALIFICATIONS**

Good general education at least to A-Level or equivalent (level 3 or above), including evidence of ability to write in clear English.

**ESSENTIAL EXPERIENCE**

* Secretarial and administrative experience.

**ESSENTIAL SKILLS**

* Good secretarial and administration skills
* Excellent written and spoken English language skills.
* Excellent IT skills in at least Word, Excel and Outlook that are both fast and accurate.
* Time management skills including planning time and tasks to deadlines.
* Problem-solving skills.

**ESSENTIAL ABILITIES**

* Ability to organise own workload and the work of others.
* Ability to prioritise tasks and manage competing demands.
* Ability to develop and maintain positive relationships and to communicate effectively with people at all levels.
* Ability to work flexibly and respond positively when priorities and deadlines change.
* Attention to detail.
* Ability to reflect and improve on own ways of working and to be open to feedback.
* Tact, diplomacy and the ability to make autonomous decisions and to know when to ask for help.

**DESIRABLES**

* Experience of taking minutes at board-level (or equivalent) meetings.
* Financial experience.
* Database and advanced IT skills.
* Basic project management skills.
* Understanding of Quaker governance procedures and processes.

**Background Information**

**Britain Yearly Meeting**

Britain Yearly Meeting (BYM) is a registered charity that employs just over 100 staff to carry out work on behalf of Quakers in Britain. This work includes supporting Quaker communities, promoting Quakerism and taking action for peace and social justice.

For information about Quakers in Britain, and the values Quakers share, see [www.quaker.org.uk/about-quakers](http://www.quaker.org.uk/about-quakers). You do not need to be a Quaker or a person of faith to work for Britain Yearly Meeting (about a half of our staff are Quakers) but we would expect you to be in sympathy with Quaker values.

**Management Meeting**

Management Meeting is the senior management team of BYM; it is a strategic body responsible for delivering the work done on behalf of Quakers in Britain. The group is made up of five staff: Head of Worship & Witness, Head of Operations, Head of Finance & Resources, Recording Clerk and Deputy Recording Clerk.

**PA to Senior Managers**

The PA to Senior Managers supports the members of Management Meeting except the Recording Clerk who is supported by a dedicated PA.

As well as providing high-level secretarial assistance, you will be involved in a wide variety of work including running meetings of the senior team, planning and project management, co-ordinating committee work, drafting proposals and papers.

The role is in the Recording Clerk’s Office and you will be line managed by the Governance Manager although day-to-day work will be from the senior managers. You will be a member of a team who work together as a close and supportive group of staff.

As well as helping to co-ordinate the work of the senior team, the PA to Senior Managers provides a link between the work of Recording Clerk’s Office and the Events and Committee Services Team. The Events and Committee Services Team provides administrative support to many governance committees and BYM events ranging from 40 to 1,800 participants. You will help support some of these events including our Yearly Meeting – the annual meeting for all Quakers in Britain.

Working with Management Meeting gives you a complete overview of the work of Britain Yearly Meeting. This is a rewarding and challenging role with lots of variety to keep you engaged. You will play a key role to support and ensure the smooth running of the senior management team.

## For further information

Neil Jarvis

Governance Manager, Recording Clerk’s Office

Tel: 020 7663 1192, Email: [neilj@quaker.org.uk](mailto:neilj@quaker.org.uk)

**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.

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

|  |  |
| --- | --- |
| **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** |
| British  Irish  Other (please indicate)  Prefer not to say | White and Black Caribbean  White and Black African  White and Asian  Other (please indicate)  Prefer not to say |
| **C Asian or Asian British** | **D Black or Black British** |
| Indian  Pakistani  Bangladeshi  Other (please indicate)  Prefer not to say | Caribbean  African  Other (please indicate)  Prefer not to say |
| **E Chinese** | **F Any other Background** |
| Chinese  Other (please indicate)  Prefer not to say | Any other background  Other (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 |  |

|  |  |
| --- | --- |
| **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) |  |

|  |  |
| --- | --- |
| **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](mailto: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](mailto: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)