Dear Applicant,

**Secretary to Quaker Housing Trust**

Thank you for your interest in the above post. The job information pack contains the following:

* The job description and person specification
* Background information
* Guidance notes
* Equality & Diversity information
* Information about working for Quakers in Britain

If you would like to apply for the post, please click on the link on the website to complete the online 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 you complete your application by the closing date. We do not accept CVs as an application for posts, but you can attach your CV to the online application form if you wish. The closing date for receipt of application forms is **Tuesday 30 April 2019**. Interviews will take place on **Thursday 23 May 2019**.

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:** Secretary to Quaker Housing Trust**REPORTING TO**: Head of Peace Programmes and Faith Relations**RESPONSIBLE FOR**: n/a**DEPARTMENT**: Quaker Peace & Social Witness**DATE**: March 2019 |

**JOB PURPOSE**

To manage the work of Quaker Housing Trust:

* providing support to the Council of Management (trustees) in the stewardship of its charitable funds and ensuring that the charitable company fulfils its role effectively, efficiently and legally.
* managing the Trust’s application, grant making and reporting procedures and associated administration
* engaging with grantees and maintain appropriate networks
* keeping Quaker Housing Trust focussed on its major areas of activity and ensuring awareness of new issues within them

**Key Accountabilities & Main Tasks**

As an employee of Britain Yearly Meeting the Secretary is a member of the Quaker Peace and Social Witness staff team.

As Company Secretary to Quaker Housing Trust and the sole staff member of that charity, the role carries a number of legal and organisational responsibilities.

**Governance and operation of QHT**

* Advise, guide and work alongside the clerks, trustees and treasurer of Quaker Housing Trust to enable the Council of Management to carry out its legal obligations as a charity and a company, and as a committee of the Yearly Meeting.
* Maintain the legal, financial and operational records required by both the trust’s regulators and trustees, including safe receipt, recording and acknowledgement of income and records of payments.
* Ensure that (i) regular and accurate financial reports and accounts are produced by the assistant treasurer and (ii) trustee and applicant organisation information is held in ways compliant with General Data Protection Regulations.
* Keep abreast of external developments in the regulatory framework for charitable companies and loan- and grant-making bodies.
* Organise and service the meetings of the Council of Management, including the preparation of the agenda and draft minutes and other papers as required, and the subsequent circulation of minutes.
* Ensure that the decisions of Council of Management are implemented.
* Advise enquirers and potential applicants for loans and grants, testing these approaches against the criteria for eligibility as decided by Council of Management and sending application packs only to those projects who appear to fit them.
* Process applications and send all relevant papers to trustees in good time for Council of Management meetings. (This now includes the proof of identity documents required under Money Laundering Regulations 2017.)
* Administer and monitor loans and grants made by QHT, helping Council of Management ensure that repayments are made to the agreed terms & conditions and the funding is spent for the purpose given.
* Implement the promotion strategy agreed by Council of Management to inform Quakers in Britain and potential applicant projects about the work of QHT.
* Oversee the work done for QHT by freelance consultants retained by Council of Management (currently assistant treasurer, media consultant and designer).
* Be the point of contact with other churches and voluntary bodies with interests and work in housing (e.g. Housing Justice, Housing Justice Wales, Scottish Churches Housing Action).
* Respond to the evolving needs of the post.

**Support for Meetings**

The work of Quaker Housing Trust actively reflects Friends’ linked concerns about social justice, right use of resources, care for the environment and care for one another.

The Secretary is a source of information and advice to Quaker meetings on the work of Quaker Housing Trust and about the long-held Yearly Meeting concern for housing, and in that regard:

* responds to approaches from meetings for advice and support, including on how Quaker property might be used as social housing.
* arranges for the timely publication of materials to help Friends explore the spiritual basis of the Quaker concern on housing and
* works with Britain Yearly Meeting to express this concern to other bodies.
* encourages and supports Quaker involvement in housing action in other ways.
* arranges for trustees to visit meetings (and attend other Quaker events) when requested.
1. **Intellectual Demands**

The post requires:

* Analytical planning, prioritising and project management skills.
* Ability to understand complex information, summarise and present to a range of audiences.
* Ability to respond flexibly to changing circumstances.
* Ability to identify similar relevant previous knowledge and experience and adapt it to current situations.
* An understanding of Quaker discipline as in business meetings and an ability to ensure it is applied.
* An understanding of the duties of charity/company secretary, charitable trusteeship, and the legalities of loan- and grant-making.
1. **Judgement**
* The post is subject to requirements of charity and company law.
* The post holder needs also to help trustees comply with other legislation as applies to Quaker Housing Trust, such as financial regulations and data protection.
* The post holder must manage a complex set of requirements from Quaker Housing Trust.
* The post holder must work within the ethos, ethics and Quaker practices of Yearly Meeting of the Religious Society of Friends (Quakers in Britain) and have regard to the reputational risk of both QHT and Britain Yearly Meeting.
* Diary planning and an ability work within both internally and externally applied time requirements is key.
1. **Use of Resources**
* The Secretary supports the Trustees in their consideration of applications for grants and loans and oversees the disbursement of funds to successful applicants.

 £273,408 was disbursed in 2017 and a total of £339,000 approved in 2018.

* The Secretary is also responsible for the management of Quaker Housing Trust’s annual operational budget, £39,900 excluding employment costs, in the current year.

1. **Communications**

The post requires an ability to liaise and communicate with a wide range of Quaker and non-Quaker individuals and organisations, in a wide variety of ways, including public speaking, report writing and writing for publications.

**Internal Communication – 10% of Time**

* With line manager
* Colleagues for internal discussions about the work of both QHT and the wider work of Britain Yearly Meeting.

**External Communication – 90% of Time**

* Clerk, treasurer and trustees of QHT.
* Assistant treasurer and other consultants used by QHT.
* Trustees and treasurers of Area Meetings and interested Friends.
* Organisations providing social housing.
* Applicant organisations and potential applicants
* Solicitors and auditors (both QHT’s own and those of applicant projects).
* Triodos Bank.
* Consultants employed by QHT.
* Other Quaker and Quaker-linked bodies with whom QHT has a good working relationship (e.g. Quaker Homeless Action, Quaker Social Action, Ethical Landlords Association).
* Other churches and voluntary bodies with interests and work in housing (e.g. Housing Justice, Housing Justice Wales, Scottish Churches Housing Action)
* Members of the public.
1. **Physical demands & co-ordination**

Apart from the intensive use of display screen equipment, there are no unusual physical demands required of the post holder.

1. **Working conditions and emotional demands**

The post requires:

* Ability to work flexible hours and deal with cyclical fluctuations in the work pattern.
* Ability to meet external deadlines whilst dealing with competing internal demands from Quaker Housing Trust, Quaker Peace & Social Witness and Britain Yearly Meeting.

**OTHER RESPONSIBILITIES**

As company/charity secretary to Quaker Housing Trust and the sole staff member, the role carries a number of legal and organisational responsibilities**.**

**External**

* Being the authorised person/ contact with the regulatory bodies banks and other organisations.
* Charity Commission
* Registrar of Companies
* Information Commissioner’s Office
* Banks and Investment managers
* National Housing Federation
* Association of Charitable Foundations
* Claranet – website host.

**Internal**

* Responsible for ensuring that Britain Yearly Meeting’s Equality 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.
* To undertake duties and responsibilities commensurate with the post.

**BRITAIN YEARLY MEETING**

**PERSON SPECIFICATION**

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| **JOB TITLE:** Secretary Quaker Housing Trust**DEPARTMENT:** Quaker Peace & Social Witness **DATE**: March 2019  |

**ESSENTIAL KNOWLEDGE**

* Knowledge of, and sympathy with, Quaker faith and values

**ESSENTIAL EXPERIENCE**

* Servicing a committee or comparable group/structure
* Experience of dealing with sensitive personal information

**ESSENTIAL SKILLS**

* Demonstrable ability to plan a work programme with fixed deadlines and work under own initiative to meet them
* Time and workflow management
* A high level of competence in written and spoken communication
* Computer literacy

**DESIRABLES**

* Understanding of Quaker processes and structures
* Knowledge of charity and company regulations and compliance
* Understanding of housing and homelessness
* Grant making processes or preparation of funding applications
* The ability to understand and transmit financial information

**Background Information**

ABOUT QUAKER HOUSING TRUST

Quaker Housing Trust is a practical expression of the long-standing Quaker concern about housing need in Britain. The concern is not just about houses: it is about people and lives, and having a safe, secure and appropriate place to live. It recognises that housing – a home – is a vital element of an inclusive and compassionate society.

Housing is also about the wider issues of peace, justice, right use of resources and care for one another. In the context of housing and its place in society, we also express Quakers’ concerns about the environment, and ethical use of both money and property.

Quaker Housing Trust was created in 1967 as Yearly Meeting in Britain’s own housing charity. It is a national channel through which Quakers (Friends) can put money directly into projects creating homes.

We turn this Quaker vision, energy and money into help for a wide range of small, local, charitable social housing projects in Britain which can transform the lives of people who would otherwise be badly housed or homeless. Social housing is an important option for secure housing in the choices available to everyone, regardless of income. By funding practical housing elements we help applicants provide real homes for people of all ages and with a wide range of needs.

Our interest-free loans and grants for capital costs help projects start up, develop, grow and keep going during difficult times. We also have four grants for good practice and development. Our own income is from individual Friends and their Quaker meetings, and repayment of the interest free loans we make to social housing projects.

The work we do also actively reflects Friends’ linked concerns about social justice, right use of resources, care for the environment and care for one another.

* We encourage and support Friends consider how Quaker property might be used as social housing.
* We encourage and support Quaker involvement in housing action in other ways.
* We publish materials to help Friends explore the spiritual basis of the Quaker concern on housing and work with Britain Yearly Meeting to express this concern to other bodies.

Quaker Housing Trust is a committee of the Yearly Meeting of the Religious Society of Friends (Quakers) in Britain. The QHT trustees are appointed by Meeting for Sufferings [Quaker Faith & Practice 8.15]. QHT is a separately registered charity [No. 254704] and a company limited by guarantee registered in England [No. 00924311].

The trustees are all unpaid volunteers. Britain Yearly Meeting provides the half-time staffing to reflect Yearly Meeting’s concern for housing issues in its corporate work. This means that almost all our income goes into social housing projects. We work across the whole of Britain Yearly Meeting: England, Scotland, Wales the Channel Islands and the Isle of Man.

**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.

**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)