Dear Applicant

 **Impact and Projects Officer**

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.

We intend to perform a criminal record check (DBS) for this postholder as part of the recruitment.

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 is **Thursday 11 July 2019 (9am)**. Interviews will take place on **Wednesday 17 July 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:** Impact and Projects Officer**REPORTING TO:** Governance Manager **LINE MANAGES:** n/a**DEPARTMENT:** Recording Clerk’s Office**DATE:** May 2019 |

### Job Purpose

The Impact and Projects Officer is responsible for building a better understanding of the impact of BYM’s work as well as contributing to developing and delivering project work. The role has two core aspects, to:

* develop and deliver effective impact practice across the organisation
* develop, deliver and co-ordinate specific time-limited projects.

The Impact and Projects Officer is part of team in the Recording Clerk’s Office and contributes to the department’s objectives. Increasing the ability to evaluate impact will provide insights and evidence to help plan future work; this will contribute to the department’s objective to ensure Yearly Meeting strategic priorities are delivered through an organisation-wide operational plan and programme of centrally managed work and projects.

1. **Accountabilities & tasks**

Develop and deliver effective impact practice across the organisation

* Advise and support programme and project staff to bring improvements in BYM’s impact practice (planning, monitoring, evaluation and reporting)
* Encourage the development of impact measurement and reporting expertise across the organisation by facilitating cross-departmental sharing of information, resources, skills and experience and by creating a shared sense of what good impact practice looks like
* Provide senior management with an overview of the impact of centrally managed work to facilitate good strategic and operational decision-making and sound oversight
* Report to senior management on the progress that is being made towards improving our impact practice, making recommendations for further improvements as appropriate
* Select and prepare content for external impact reports by working with colleagues in the communications department
* Work with colleagues in the fundraising team to develop impact practice that supports BYM’s ability to deliver its fundraising strategy
* Ensure impact is integrated into our planning processes so that priorities are informed by the most effective use of our resources
* Work with impact and evaluation consultants on particular projects as the need arises. From time to time, contribute to the designing of briefs, act as contract manager and ensure that consultants deliver good work for BYM

Develop, deliver and co-ordinate specific time-limited projects

* For a number of priority projects, facilitate the development of ideas into planned and deliverable project proposals, by:
	+ Liaising with stakeholders (such as committees, working groups, staff, partners, consultants and Management Meeting)
	+ Joining up emerging ideas with existing work and bringing together relevant colleagues from across the organisation to contribute to the project development process
	+ Listening to colleagues, carrying out research, interrogating ideas and analysing information to produce rigorous project proposals
* Be the point of advice for colleagues wanting to prepare project proposals by providing encouragement, guidance, expertise and feedback
* Ensure processes for decision-making about time-limited projects operate effectively
* Maintain up-to-date information about the progress of time-limited projects and provide management and relevant committees with regular progress reports
* Occasionally deliver time-limited projects that have been identified by the Recording Clerk and Deputy Recording Clerk as an organisational priority
1. **Intellectual Demands**
* Gather and analyse information systematically and present it clearly and logically.
* Question and listen actively to colleagues, drawing out and interrogating the information required to develop coherent projects.
* Develop and improve the Legacy Fund’s funding, monitoring and reporting systems.
* Maintain a high level of detail and work quickly and accurately under pressure.
* Plan and manage projects.
* Quickly grasp diverse project ideas, needs and backgrounds.
* Understand how projects can be developed and take the initiative to propose improvements as and when appropriate.
1. **Judgements**
* Identify opportunities for cross-departmental collaboration and skill development relating to project management.
* Prioritise and balance competing demands and meet deadlines.
* Identify project risks and mitigations.
* Identify proportionate project inputs to meet objectives.
* Identify proportionate levels of project impact monitoring.
1. **Use of resources**
* Prepare budgets for projects and monitor the allocation of budgets across project funds as a whole.
1. **Communications**

60% internal (all staff, but particularly senior and operational managers)

40% external (including: BYM Trustees; committee members; Quaker groups, meetings and individuals; other charities; consultants and contractors).

1. **Physical Demands & Co-ordination**

No unusual demands.

1. **Working Conditions and Emotional Demands**

Ability to be flexible in working hours, including availability to work some evenings and weekends by arrangements.

No unusual emotional demands.

**OTHER RESPONSIBILITIES**

* Responsible for ensuring that all Britain Yearly Meeting’s policies and commitments (available on the [intranet](http://fh/intranet/bym-policies)) are adhered to in all aspects of work, paying special attention to:
* Equal Opportunities Policy
* Health & Safety Policy
* Safeguarding Policy
* Commitment to sustainability
* Undertakes other duties and responsibilities commensurate with the post.

**PERSON SPECIFICATION**

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| **JOB TITLE:** Impact and Projects Officer**REPORTING TO**: Governance Manager**DEPARTMENT**: Recording Clerk’s Office**DATE**: May 2019 |

**ESSENTIAL QUALIFICATIONS**

* Educated to degree level or equivalent
* Demonstrate on-going professional development

The role holder will be required to work largely independently and with limited direction. Therefore, the following essential knowledge, experience and abilities are required at a good level in order to complete key tasks and responsibilities effectively.

**ESSENTIAL KNOWLEDGE**

* Knowledge of impact practices – particularly in relation to planning, monitoring, evaluation and reporting on projects
* Knowledge of good practice in project management
* Knowledge of and sympathy with Quaker values

**ESSENTIAL EXPERIENCE**

* Developing project proposals, plans, timelines and budgets
* Delivering projects using project management tools and techniques, including identifying, managing and mitigating escalations, conflicts, risks and issues
* Working with external contractors
* Monitoring, evaluation and reporting on progress against aims/targets/outcomes

**ESSENTIAL SKILLS**

* Written and verbal communication to a variety of audiences for a range of purposes, including listening and consultation, and clear, accurate and logical writing
* Research, analysis and problem-solving
* Stakeholder engagement
* IT skills including Microsoft Office and project management tools

**ESSENTIAL ABILITIES**

* Plan and prioritse work and balance competing demands to meet deadlines while maintaining a high level of detail and working quickly and accurately under pressure
* Quickly grasp diverse project ideas, needs and backgrounds and translate purpose and priorities into appropriate action
* Carry authority with colleagues whilst developing and maintaining good working relationships with staff, including senior managers
* Think strategically to
	+ identify opportunities for cross-departmental collaboration and skill development
	+ review, develop and improve processes and procedures.

**Background Information**

**The role**

Britain Yearly Meeting (BYM) is a registered charity that employs around 200 staff to carry out work on behalf of Quakers in Britain. Our work includes supporting Quaker communities, making Quakers better known and working with Quakers on peace and social justice issues.

Our Impact and Projects Officer will help us understand the difference our work is making so we can communicate this to others and help us target our resources in the future.

The role is in the Recording Clerk’s Office which is a small team supporting the Recording Clerk and Deputy Recording Clerk. This team is responsible for the functions likely to be delivered by a chief executive’s office in other charities, such as governance and planning. By increasing our understanding of where our work is most effective, we hope this will contribute to achieving our strategic priorities and setting our operational plans.

We are currently working with the Charities Evaluation Service to help us: put in place a common understanding of evaluation and impact at BYM, create a culture where staff and committees want to do impact work and know how to do it, and use impact findings in planning and decision making and in communications with our stakeholders.

The Impact and Projects Officer will help implement the recommendations when this work concludes in the autumn. The role holder will also be responsible for supporting colleagues with advice and guidance on all stages of project management.

We are looking for someone who is experienced with project management, monitoring and evaluation, and is able to advise and support staff on impact. The role holder will need to be able to form good working relationships with a variety of people and who is able to galvanise others to the value of this work.

**Quakers in Britain**

Quakers in Britain – also known as the Religious Society of Friends – are a faith community with worship at the heart. Founded in 1652, we welcome people of all faith backgrounds who want to deepen their experience of God and find a way of living harmoniously in today’s troubled world. There are approximately 13,200 Quakers in membership, plus a further 9,500 regular attenders, who worship in local meetings (472), grouped together into area meetings (70).

Britain Yearly Meeting (BYM) is the name of the charity that implements the Society’s central policy, owns its property, employs its staff and directs its work. BYM works centrally to run the affairs of the Society as a whole and to support local meetings. It also works to raise awareness of Quaker faith and to put Quaker thinking into practice for a just and peaceful world.

Our resources come from members’ contributions, legacies, inherited funds, grants, the gift-aided surplus of our hospitality company, rents from properties, interest and dividends. We spend these resources on deepening and sharing our spiritual experience and on acts of witness that arise from our faith. For Quakers, belief and witness are indivisible. We work for peace and justice, environmental sustainability, the alleviation of suffering, and the upholding of victims of oppression.

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 third of our staff are Quakers) but we would expect you to be in sympathy with Quaker values.

If you’d like to discuss the role informally, please contact Neil Jarvis, Governance Manager, Recording Clerk’s Office. Tel: 020 7663 1192, Email: neilj@quaker.org.uk

**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 some 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.

**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 has passed, the recruiting manager and the interview panel shortlist applicants who have 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. Unsuccessful candidates will be offered the opportunity for feedback.

**References**

When completing your application, you are asked to provide us with the details of three referees, one of which must be from your most recent employer. If you are 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)