**Campaigns & Advocacy Coordinator**

Dear Applicant

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 this 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 is **28 October 2019 (9am)**. Interviews will take place on **7 November 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:** Campaigns & Advocacy Coordinator - Economics & Sustainability  **REPORTING TO**: Economics & Sustainability Programme Manager  **DEPARTMENT**: Quaker Peace & Social Witness (QPSW)  **DATE**: September 2019 |

**Job purpose:**

To work with colleagues in the Economics & Sustainability team to:

* Enable more Quakers around Britain to take effective campaigning, advocacy and practical action to bring about environmental and economic justice
* Actively contribute to the strengthening of a Quaker movement taking action on environmental and economic justice
* Ensure that Quaker voices are heard in policy discussions on sustainability and economics, by acting on behalf of Quakers, and supporting Quakers to be advocates themselves.

The current focus of the Economics & Sustainability programme is on climate justice and the need for a just transition to a zero-carbon economy. Your work will focus mainly on this initially. However, you will be expected to be flexible in response to evolving priorities, and to contribute creatively to a dynamic programme of work.

**1. Key accountabilities**

The post holder will:

* Develop creative ways to inspire and mobilise Quakers in Britain to campaign on the climate crisis and other economic and environmental justice issues
* Develop campaign materials, including newsletters, leaflets, campaigning toolkits and web content
* Respond to enquiries from Quakers relating to the organisation’s economics & sustainability campaigns, including some face-to-face meetings at our London office
* Support Quaker involvement in key external networks and coalitions, through participation in meetings, working groups etc. Such meetings will generally be in London but may involve occasional travel elsewhere
* Coordinate a Quaker presence at selected peaceful public protests, vigils and lobbying events.
* With team colleagues, plan and deliver workshops, talks and events on climate justice and other economics & sustainability issues
* Support QPSW colleagues and regionally based staff to map, better understand and grow our activist network
* Support the programme managers with policy work, for example by monitoring and summarising developments, carrying out online research and drafting briefings
* Participate in team meetings, liaise with communications staff and other colleagues, and contribute to a dynamic programme of work
* Contribute to the effective monitoring and evaluation of the work and to the development of future projects
* Undertake some administrative tasks to contribute to the smooth running of the programme. This is likely to include coordinating workshop and room bookings, gathering feedback on events and materials, supporting events organisation and processing requests for resources.

**2. Intellectual Demands**

The role requires a willingness to understand and engage with Quaker processes. You must have a sympathy with a faith-based approach to the work. Quakers express their faith in diverse ways and are not necessarily typical activists.

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

Programme priorities develop over time. You will need to research and stay familiar with the subject areas, as well as developing your knowledge of campaigns and the work of other organisations and individuals.

**3. Judgements**

You will be expected to work within the framework of QPSW’s economics & sustainability workplan, with direction and support from your line manager. However, you will also need to work on your own and make judgements, including about prioritisation, workload management, and when to check with colleagues before acting.

**4. Use of Resources**

You will have no formal budgetary responsibility. However, you will be expected to use programme resources effectively, in line with our commitments to sustainability and economic justice.

**5. Communications**

The job requires a considerable amount of communications work.

**Internal**: Contact will mainly be with other members of the Economics & Sustainability team, other staff within Quaker Peace & Social Witness, and Communications & Services teams.

**External**: Contact will mainly be with members of Quaker committees, individual Quakers and Quaker meetings, and partner organisations.

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

The role is desk based and there are no unusual physical demands. Some aspects of the work may involve travelling alone with equipment, preparing workshop spaces by moving furniture, etc. This can be mitigated through reasonable adjustments if necessary.

**7. Working Conditions and emotional demands**

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

**OTHER RESPONSIBILITIES:**

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

**BRITAIN YEARLY MEETING**

**PERSON SPECIFICATION**

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| **Job Title:** Campaigns & Advocacy Coordinator - Economics & Sustainability  **Department:** Quaker Peace & Social Witness  **Date:** September 2019 |

**ESSENTIAL KNOWLEDGE**

A sound knowledge of climate change and economic justice issues.

A knowledge of, and sympathy with, Quaker values.

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

**ESSENTIAL QUALIFICATIONS**

Educated to degree level, or with relevant equivalent experience of writing and research-based work.

**ESSENTIAL EXPERIENCE**

Professional experience of campaigning for systemic change, in the NGO, community or voluntary sector.

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

**ESSENTIAL SKILLS**

Excellent written communication skills, with the proven ability to create appealing and engaging written content for different media and audiences.

Able to carry out online research efficiently, including on unfamiliar topics, and to summarise, analyse, draw conclusions and make recommendations from information gathered.

Strong verbal communication and interpersonal skills, including the ability to respond to the differing needs of individuals and groups.

Able and willing to work independently on a project (such as an event or publication) while following an agreed brief.

Good organisational skills, with a systematic approach to record keeping.

Able to reflect on and evaluate the effectiveness of work undertaken.

IT skills including Microsoft Outlook, Word and Excel.

**DESIRABLES**

Experience of working within a faith organisation’s structures and processes.

Familiarity with the climate justice movement in Britain.

An understanding of the British political context.

**Background Information**

Quakers are a faith group with a deep commitment to equality, peace and care for the earth. Quaker Peace & Social Witness (QPSW) works with and on behalf of Quakers to live out this commitment through practical support, education, advocacy and campaigning, covering issues including peace and disarmament, peace education, and refugee and migrant rights, as well as economic and climate justice.

The Economics & Sustainability team within QPSW includes two programme managers, one of whom will line manage the campaigns and advocacy coordinator. We will also be recruiting soon for a new part-time post focused on supporting Quaker activists with their own projects and campaigns. We work particularly closely with colleagues in the Turning the Tide team, which offers training and support in nonviolent campaigning; with communications staff; and with the two staff members responsible for engagement (on all issues) with the UK and Scottish parliaments.

This is a new post, reflecting our intention to further develop Quaker work on climate justice in particular. It will be important to work closely and establish good communication with the activism support postholder as these two roles take shape.

Quakers have a long history of working for social justice, from the abolition of slavery to equal marriage. Addressing the climate crisis to help build a sustainable and peaceful world has been identified as a key priority for the organisation over the coming years. The Economics & Sustainability team’s recent work has included meetings with the government to call for stronger climate action, support for Quakers campaigning against fracking, and a series of booklets for discussion groups looking at different aspects of the economy. We have plans to work with other faith groups on advocacy in the run-up to the COP26 climate negotiations to be held in Glasgow in November 2020.

Through our advocacy work, campaigns and education materials, we encourage Quakers and others to approach the climate crisis as a structural issue caused by choices made within the dominant economic system – an issue of social justice, not just ‘the environment’. Quakers in Britain have also been exploring issues of power and privilege, and we aim to incorporate this thinking into our work on climate and economic justice.

You do not need to be a Quaker to apply for this role. We encourage applications from candidates of any faith or none.

**Guidance Notes**

**PLEASE READ THESE NOTES BEFORE COMPLETING YOUR APPLICATION**

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.

**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)