**Activism Support 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 **29 October 2019 (9am)**. Interviews will take place on **8 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:** Activism Support Co-ordinator -Economics & Sustainability    **REPORTING TO**: Economics & Sustainability Programme Manager  **KEY RELATIONSHIPS:** Other Economics & Sustainability staff, Turning The Tide Co-ordinator, QPSW Communications Officer, Local Development Workers  **DEPARTMENT**: Quaker Peace & Social Witness (QPSW)  **DATE**: October 2019 |

**Job purpose:**

To support Quakers around Britain with local campaigns and projects on climate and economic justice, and occasionally on other social justice issues.

To support QPSW to further develop and implement its activism support strategy. This will include moving towards a more networked approach to help Quakers connect, learn from, and support each other in taking action.

1. **Key accountabilities and main tasks**

* Respond to enquiries from Quakers seeking information, support or advice on projects and ideas related to economic justice, climate or other social justice issues
* Support Quakers and local Quaker communities working on economic justice and climate projects to build skills, confidence and capacity through the provision of information, tools and advice, including one-to-one support
* In conjunction with the relevant local development workers, help local Quaker meetings to develop their concern for an issue into a practical project
* Support local Quaker projects with applications for our small New Economy & Sustainability grants, and ensure timely distribution of grant money
* With colleagues in QPSW, contribute creatively to the development of our evolving strategy to support Quakers in their activist journeys working for social change
* Work with colleagues in QPSW and with local development workers to map, better understand and grow our activist network
* Contribute to the planning, delivery and evaluation of events such as skillshares and workshops
* Contribute to the effective monitoring and evaluation of the work and to the development of future work programmes
* Contribute to the creation of learning resources for Quaker activists
* Participate positively in team meetings and other internal meetings as required, and contribute to a dynamic programme of work
* Undertake some administrative tasks to contribute to the smooth running of the programme. This is likely to include coordinating workshop bookings, gathering feedback on events and materials, supporting events organisation and processing requests for resources.

1. **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. You will be expected to identify, analyse and respond to the needs of Quakers who are at different stages in their activist journey.

The role requires sensitivity and diplomacy, with an ability to listen well, identify presenting and underlying needs, and communicate clearly.

You will be expected to continuously develop your knowledge of social movements and organising and campaigning techniques.

1. **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.

You will need to be able to balance needs and requests from local activists with organisational resource constraints and priorities.

1. **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**

**Internal**: Contact will mainly be with colleagues in the Economics & Sustainability team, other colleagues within Quaker Peace & Social Witness, and local development workers.

**External**: Contact will mainly be with Quakers interested in economic justice, climate justice and environmental issues. There is likely to be some communication with wider Quaker audiences and with other groups and organisations.

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

The role is primarily desk-based, with 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 can be based at Friends House in London or remotely (subject to a suitable work location being agreed with Britain Yearly Meeting).

If working remotely, regular travel to London will be required. Some other travel and work outside normal office hours is required in order to visit meetings and run events. Up to ten weekends a year may be affected (time off in lieu will apply).

Creating and nurturing good relationships is an important part of this role. Empathy and flexibility are key, along with the ability to engage with complex group dynamics.

**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:** Activism Support Co-ordinator -Economics & Sustainability  **Department:** Quaker Peace & Social Witness  **Date:** October 2019 |

**ESSENTIAL KNOWLEDGE**

A knowledge of, and sympathy with, Quaker values.

An in-depth understanding of a range of campaigning, activism and organising approaches for creating social change.

**ESSENTIAL EXPERIENCE**

Experience of organising for social change, including building relationships with a range of people with diverse skills, knowledge and experience.

Experience of planning and facilitating meetings, events or workshops.

Experience of working without close supervision and managing your own workload.

**ESSENTIAL SKILLS**

Outstanding interpersonal skills, with the proven ability to build effective relationships with a wide range of people, both in person and remotely.

Proven ability to work inclusively and co-operatively, with a sensitive understanding of power dynamics and the ability to respond to differing needs.

Active listening skills with the ability to analyse conversations to identify both presenting and underlying needs of activists.

Flexible, with the ability to juggle multiple projects and adapt to changing priorities.

A problem-solving approach, with the proven ability to help others develop their project ideas and plan effectively.

Able to systematically record information (such as notes of conversations or impressions of a project) in ways accessible to others, and to use this both to inform your own work and that of others.

IT skills including Microsoft Outlook, Word and Excel.

**DESIRABLES**

An understanding of Quaker structures and processes.

Qualifications or training in community development, community organising or similar.

Experience of providing one-to-one coaching, mentoring or other support.

**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 activism support coordinator. We are also recruiting for another new post, a Campaigns and Advocacy Coordinator, who will support the programme managers with centrally led campaigns. We work closely with communications staff; and with colleagues in the Turning the Tide team, which offers training and support in nonviolent campaigning.

This is a new post, reflecting our intention to further develop Quaker work on climate justice and strengthen our network of activists. A significant proportion of your work will take the form of one-to-one support for Quakers working on economic and environmental justice projects; however, you will also be expected to work closely with the Turning the Tide programme coordinator to contribute to the wider resources and support available to Quaker activists. It will also be important to work closely and establish good communication with the Campaigns and Advocacy Coordinator within the Economics & Sustainability team 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. Locally led projects we have supported recently include resistance to fracking, a living wage campaign, an event on land value tax, and a bike ride from Cumbria to Downing Street in support of the welfare state. We are currently planning a project encouraging local Quaker meetings to support and link up with climate action in their local area.

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)