Dear Applicant

**Governance Project Coordinator**

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

* 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. Make sure you give evidence which shows how you meet the criteria, not just telling us that you did it.

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.

**Closing date**: 4 May 2022

**Interviews:** 11 May2022

**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.

Dear candidate

Thank you for your interest in this role. The Job Description and Person Specification are attached.

Good governance is important to Quakers. We aspire for our church, and the bodies which support it, to work to high standards – and to be simple, more inclusive and more sustainable.

We have a programme of work to deliver our governance strategy. This programme includes supporting work underway to consider and review our governance structures as well as developing a wide range of governance-related work, such as: standardising and improving support to our committees. We have a small governance team leading on this programme and we are looking for a professional with project management experience to join the team for 2 years to help us co-ordinate this work.

This role will appeal to anyone who has some experience of working at the heart of an organisation, ideally with some experience of charity governance, and you will enjoy helping us to look at our current practice and put in place good processes to manage a range of different development projects. You don’t need to know about Quaker governance to apply – this will be covered in your induction programme.

As well as co-ordinating the work of these projects, you will have the opportunity to work with the team on designing projects, considering how to engage and consult those interested in the projects, as well as planning and implementing changes.

If you would like to discuss this role further, please do get in touch for a conversation with Neil Jarvis, Governance Manager neilj@quaker.org.uk

We look forward to receiving your applicaiton.

**BRITAIN YEARLY MEETING**

**JOB DESCRIPTION**

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| **JOB TITLE:** Governance Projects Coordinator**REPORTING TO**: Governance Manager **DEPARTMENT:** Quaker Church Affairs**DATE**: April 2022 |

**Job Purpose**

To support the effective governance of BYM the charity, working towards simple, more inclusive and more sustainable structures and practices to meet the aim of a simple church supported by a well-governed charity.

The Governance Projects Coordinator will support projects to improve all aspects of BYM governance, supporting the Governance Manager. This may include projects looking at governance arrangements that straddle the boundary between church and charity.

**1. Key Accountabilities & Main Tasks**

* Support the Governance Manager in the review and maintenance of national governance structures across BYM, working towards the aim set by trustees of a simple church, supported by a simple charity.
* Make effective use of programme and project management techniques to help scope, plan, deliver and evaluate projects to drive change.
* Act as a project officer, contributing to projects to improve all aspects of the governance of BYM.
* Work with the Governance Manager on consulting and engaging staff, Friends and others with an interest in governance projects.
* Support the Governance manager in creating and monitoring plans to implement changes resulting from governance projects and reviews.
* Facilitate the effective and efficient conduct of business by collating and analysing financial and other data in management information reports, as required by the Governance Manager.
* Manage own personal development.

**2. Intellectual Demands**

* Intellectual curiosity, with an interest in exploring new approaches and the ability to develop innovative solutions.
* A high standard of written and spoken communication.
* A high level of attention to detail and numerical skills.
* The ability to work quickly, creatively and accurately, including under pressure.
* The ability to act with diplomacy, and to maintain confidentiality in relation to sensitive information.
* Strong project management skills, able to handle competing priorities and deliver effectively, even under severe time constraints.
* The ability to work flexibly as part of a team, and to work on own initiative.
* The ability to plan, maintain and improve administrative systems, as well as contributing to the team’s work plan.
* Conversant with developments in new technology, and able to suggest creative improvements to working practices.

**3. Judgement**

The post holder will be supported and supervised in their work. However, they need the ability to work on their own initiative and to make judgements including:

* Planning their own workload, setting deadlines, schedules, communications and prioritisation of tasks, and being self-directed within the team’s work plan.
* Identifying risks and proposing mitigations.
* Acting with discretion and respecting confidentiality.

**4. Use of Resources**

* Handling confidential information.
* Use of the usual office equipment.
* Use of databases to record information and provide timely, accurate and meaningful reports for colleagues and Quakers.

**5. Communications**

**Internal – 40%**: Liaison with staff across BYM on the implications of changes to governance structures.

**External – 60%**: Audiences will include role-holders in Quaker Meetings, committee members and other Quakers interested or engaged in Quaker activities.

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

The post makes no unusual physical demands.

**7. Working Conditions and Emotional Demands**

Some work out of normal office hours, including evenings and occasional weekends (4 to 8 a year) to attend committee meetings and events, with time off in lieu.

**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:** Governance Projects Coordinator**Department:** Quaker Church Affairs**Date:** April 2022 |

**ESSENTIAL KNOWLEDGE**

* Knowledge of and sympathy with Quaker values and ethos
* Understanding of governance and committee processes
* Educated to degree level or equivalent administrative experience
* Knowledge of administrative processes and digital media.

**ESSENTIAL EXPERIENCE**

* Project management
* Supporting central management structures and/or committees
* Database experience (updating and analysing data)
* Experience of using Microsoft Outlook, Excel, Word and internet facilities
* Use of digital media, e.g. website.

**ESSENTIAL SKILLS**

* Problem solving skills and a positive approach to challenge and change
* Strong administrative and organisational skills
* Excellent verbal and written communication in English, including the ability to handle sensitive matters with tact and diplomacy
* Highly developed people/customer service skills, with excellent attention to detail
* Strong Microsoft Outlook, Excel, Word and internet usage skills
* Willingness to learn new skills
* Ability to work flexibly as part of a team and on own initiative.

**DESIRABLE**

* Knowledge of charity regulation, particularly the roles, requirements and responsibilities of trustees.

**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 will 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. A panel of two or more, including the recruiting manager conducts all interviews. 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 or adjustments that you would like us to make, please contact the People Team at quakeremploy@quaker.org.uk.

**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 (where required).

**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 the People Team at quakeremploy@quaker.org.uk.

**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 Patrick Goh, Head of People Operations by email: patrickg@quaker.org.uk

**Working for Quakers in Britain**

**About Quakers**

The Religious Society of Friends (Quakers) is a radical faith group with its roots in Christianity. It emerged in the mid- 17th century as a group with no separate priesthood, and with a form of worship based in silence. Quakers have been committed to peace, equality, simplicity and integrity throughout history and are known for work to bring about social change over the years, such as on the abolition of the slave trade, the relief of suffering in wartime, improving living conditions for factory workers and the introduction of same-sex marriage. You can read more about the story of Quakers at [www.quaker.org.uk/intro-quakers](http://www.quaker.org.uk/intro-quakers).

**About Britain Yearly Meeting**

Britain Yearly Meeting (BYM) is the national umbrella organisation for Quaker meetings in Britain. We provide events and support services to nearly 500 local Quaker meetings across Britain, carry out peace, sustainability & social justice work on their behalf, and work to raise public awareness of Quakerism.

All Quakers in Britain are invited to come together at Yearly Meeting (the annual sessions of Britain Yearly Meeting), which meets to explore, through worship, the issues of concern to British Quakers, and to guide the work of the national charity.

We are a registered charity with an annual turnover of around £12m, and assets of over £77m. Responsibility for the charity lies with the fifteen Trustees of Britain Yearly Meeting, appointed from among the Quaker community.

BYM has around 150 staff, many based at Friends House in Euston, with an increasing number working nearer their homes across the country. We are expanding our team of local development workers who work with groups of Quaker communities across Britain.