Dear Applicant

**Faith in Action 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**: 6 June 2022

**Interviews:** 22 June 2022

**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 & Person Specification**

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| **JOB TITLE:** Faith in action coordinator**REPORTING TO**: Engagement and faith in action lead **RESPONSIBLE FOR**: No line management responsibility **LOCATION:**  London, Leeds or home based by negotiation, with frequent travel**DEPARTMENT**: Quaker Peace & Social Witness  **DATE**: May 2022  |

1. **Job Purpose**

This is one of two witness support coordinator posts that support grassroots Quaker witness[[1]](#footnote-1). (Grassroots means activity that is owned, initiated and led outside central Quakers in Britain structures, whether by Quaker meetings and communities, or by individuals.) Quaker communities take action on a wide range of interconnected concerns and issues. The coordinators will provide a ‘basic offer’ of support available to all Quakers throughout Britain, and enhanced/ more in-depth will be given to a smaller number of selected initiatives.

The coordinators will work collaboratively and flexibly according to need, but within this may be asked to take the lead on specific projects or supporting witness in particular issue areas. These issue areas are ‘sustainability & climate justice’ and ‘peace & peacebuilding’.

* Strengthen, support and grow effective faith-driven witness for positive and nonviolent social change as led and owned by grassroots Quaker communities.
* Excite, engage and support Quakers and Quaker communities grow their skills, confidence and capabilities to work for social change and to contribute to wider movements doing this.
* Develop communities and networks so that Quakers can make connections, learn from, work with and inspire each other.
* Enable BYM to further develop its approach to for supporting grassroots Quaker witness/activism.
1. **Key Accountabilities & Main Tasks**

Responsive advice, support and accompaniment for grassroots witness

* Provide support and advice to Quaker communities, networks and individuals developing or working on locally led projects, campaigns and actions for social change.
* In line with agreed criteria, providing in depth accompaniment and support for selected grassroots initiatives. The emphasis is on enabling Quakers to deliver these themselves and to become more skilled, confident and capable over time.
* Support and encourage potential applicants for the BYM faith in action grants programme, offering advice on how to turn ideas into workable projects that have the best chance of funding and providing recommendations and information to the group responsible for deciding awards.
* Coordinate with relevant Supporting Quaker Communities team and Woodbrooke[[2]](#footnote-2) colleagues to ensure that support for grassroots witness and learning is complementary and does not duplicate.
* Encourage and support Quakers to share their experience and stories of grassroots witness, to promote shared learning, inspiration and outreach.

Proactive faith in action support programme

Although the post holder will be expected to contribute to all of the following, lead responsibility and project management for specific pieces of work will be allocated across the faith in action coordinator roles.

* In line with agreed priorities and BYM events programme, contribute to planning and delivery of an annual programme of events, gatherings and opportunities to support skills and community building, learning and collaboration for effective nonviolent witness/action, including supporting Quakers to network with non-Quaker activists.
* Develop tools, guides and resources to support skills and learning for nonviolent witness/action. This includes reviewing existing tools, identifying the need for new content and either commissioning or producing these.
* Encourage and support Quakers to share their experience and stories of locally led witness, to promote shared learning, inspiration and outreach, across the Quakers in Britain comms channels.
* Communicate with and send out newsletters and other communications to relevant Quaker networks.
* Undertake periodic needs analyses to draw out trends, better understand the needs and constraints of our activist network and inform the development of BYM’s faith in action ‘offer’.
* With colleagues, contribute to organisational mapping of witness activity and participate in shared learning about the needs of Quaker communities. Participate in cross-organisational Supporting Quaker Communities groups.
* Day to day responsibility for coordination with Woodbrooke on BYM funded sustainability work (for duration of project)
* Supporting the BYM faith in action grants programme: supporting potential applicants develop ideas and apply; sharing information about the programme.
* Administrative tasks. – e.g. maintaining records, updating contact lists, coordinating room bookings and logistics, organising events, setting up monitoring mechanisms, processing requests for resources.

Other responsibilities

* Contribute to reporting, information and advice given to governance committees.
* Co-ordinate and contribute to monitoring and evaluation and shared learning – in line with organisational practices - contributing to a learning culture in BYM and to fundraising where appropriate.
* In line with agreed priorities, deliver workshops, talks and events to inform and excite Quakers about the centrally managed work, highlight its spiritual roots and invite the Quaker community to be part of this.
* Participate in team meetings, liaise with communications staff and other colleagues, and contribute to a dynamic programme of work
* Act as a staff link to selected Quaker Recognised Bodies.
* Help to ensure that the Quaker commitment to equality and nonviolence are incorporated across the work and that the work embeds and promotes anti-racist and anti-oppressive practice.
1. **Intellectual Demands**

The post requires:

* Good level of understanding of organising for social change, and willingness to continuously develop knowledge in this area.
* Ability to plan projects, events and workshops from start to finish, drawing upon expertise and feedback from others in a timely manner
* Ability to co-design and co-plan work, agreeing and meeting deadlines and communicating clearly with colleagues so that plans are implemented effectively
* Ability to facilitate input from a wide variety of stakeholders, to analyse needs, feedback and other relevant information to inform future work development.
* Ability and willingness to understand and engage with Quaker processes and a sympathy with a faith-based approach to the work. Quakers express their faith in diverse ways and are not necessarily typical ‘activists’.
* Communicating with sensitivity and diplomacy. The role holder will need to take account of the diverse opinions, interests, needs and requests of others.
1. **Judgements**

The post holder will be expected to work within the framework of agreed workplans and priorities, with direction and support from their line manager.

It will also be necessary to work alone and make judgements, including about prioritisation, workload management, and when to check with colleagues before acting.

1. **Use of Resources**
* No budgetary responsibility, though the postholder may be asked to contribute to budget setting.
* The post holder will be expected to use programme resources effectively, and in a way that aligns with BYM’s values and ethical commitments.
1. **Communications**

**Internal Communication – approx. 50% of time**

Contact will mainly be with colleagues in the Campaigns, Advocacy and Faith in Action Team, other staff within Quaker Peace & Social Witness, the Communications & Services and Supporting Quaker Communities teams.

**External Communication – approx. 50% of time**

Contact will mainly be with Quakers taking action for social change or serving on governance committees. There is likely to be some communication with wider Quaker audiences and with other groups and organisations.

1. **Physical demands & co-ordination**

The role is primarily office based with no unusual physical demands required of the post holder. The role will entail:

* Extensive VDU use.
* High levels of sustained concentration to support analysis, effective listening and facilitation.
* 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.
1. **Working conditions and emotional demands**
* The role can be based at Friends House in London, Quakers in Britain Yorkshire Centre in Leeds or from home (subject to a suitable work location being agreed with Britain Yearly Meeting).
* If based at another location, regular travel to London (approximately once every 2 weeks) should be expected. This may require overnight stays.
* Core working days are Tuesdays and Thursdays. This is necessary to support cross-organisational and team coordination.
* It will sometimes be necessary to work away from home, mainly in the UK but possibly overseas. It will also be necessary to undertake some work outside of normal office hours. Up to 15 weekends a year may be affected by work commitments, for which Time off in Lieu will apply.
* Working on challenging issues with a wide range of people can be emotionally demanding and requires inclusivity, sensitivity and cultural adaptability.
* Helping to manage safeguarding, pastoral, and accessibility needs at events, with support from events team and other colleagues as needed
* As the postholder may be required to work with young people, a DBS check may be required.

**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:** Faith in action coordinator**DEPARTMENT:** Quaker Peace & Social Witness**DATE**: May 2022 |

**ESSENTIAL KNOWLEDGE**

* Knowledge of, and sympathy with, Quaker values and approaches to peace, climate and social justice.
* An in-depth understanding of a range of nonviolent campaigning, activism and organising approaches for creating social change.

**ESSENTIAL EXPERIENCE**

* Experience of running or working on community organising projects, working with a range of people with diverse skills, knowledge and experience.
* Experience of planning and facilitating meetings, workshops or training using participative techniques.
* Ability to design, deliver and monitor projects and events – setting and working to deadlines and project plans

**ESSENTIAL SKILLS**

* Outstanding interpersonal skills, with the proven ability to build effective relationships and collaborative partnerships/networks.
* A demonstrable commitment to equality and inclusion in working practices and an understanding of anti-oppression theory and practice
* 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 honestly reflect on and evaluate projects, using learning to inform future work.
* Ability to create high quality, engaging content and to use communications tools for social change, including websites, blogs and social media.
* Good administrative and organisational skills, with a systematic approach to information gathering record keeping.
* 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. Quakers in Britain works with and on behalf of Quakers to live out this commitment.

Our work is both local and global. In Britain we promote peace education, support action for climate justice and campaign for non-militarised approaches to security. Overseas we support peacebuilders in East Africa and work for an end to the military occupation of Palestine. We seek to fill the gaps, to work where help is most needed, alone or with others – wherever we will make the greatest impact.

**The role**

Sitting in our Quaker Peace & Social Witness (QPSW) department, the Faith in Action Coordinator role was developed in response to our [2021-2025 strategy](https://www.quaker.org.uk/documents/qpsw-strategy-2021-2025#:~:text=Quaker%20Peace%20%26%20Social%20Witness%20strategy%202021%E2%80%932025%201.,of%20Quakers%20to%20build%20sustained%20action%20for%20peace). It reflects a desire to strengthen and consolidate the support we give to grassroots Quaker communities who are led by their Faith to take action to help build a more peaceful and sustainable world.

The role is part of a small Faith in Action team. The team is recently formed following a restructure and is in the process of developing its ways of working and a refreshed ‘offer’ for the support it offers.

As one of two Faith in Action Coordinators, a significant proportion of your work is likely to involve providing one-to-one support for Quakers and Quaker communities working on their own social change projects or campaigns. There is likely to be a strong climate justice/sustainability focus to these, however Quakers are active on a wide range of concerns and you will need to be able to work flexibly across issues to support this. Initiatives we have supported in the past include pilgrimages ahead of COP26, build back better campaigning, protests at major arms fairs, resistance to fracking and a living wage campaign. An early project will be to work with our Grants officer to relaunch our small grants programme to support these kind of initiatives.

The role will also involve developing resources (such as our [Toolkits for Action](https://quaker.org.uk/our-work/social-action-training-and-tools/toolkit-for-action-2)) and opportunities to support skills building. You will contribute to the organisation and facilitation of community building and networking events so that Quakers can make connections, learn from, work with and inspire each other.

In addition to Faith in Action colleagues, you will often collaborate with our Local Development Workers, who work to support Quaker communities in their own localities. You will also connect with campaigns colleagues who work to engage Quakers in our centrally led campaigns and advocacy work. Together you will help us to capture learning and to grow our understanding of the strengths and needs of Quaker communities working for social change.

You will be working to an agreed workplan, but there is considerable scope for creativity and for contributing to the future direction of the work.

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

**Our approach to social change**

Quakers have a long history of working for peace and justice, from contributing to anti-slavery campaigns to the support for equal marriage. QPSW Central Committee (the committee of Quakers that oversees our work) has identified climate justice and peace as key themes for our work over the next few years. Our strategy recognises that these issues are often interlinked with other major crises including a rise in inequalities, state violence, overt racism, and a growing threat to the right to peaceful protest.

Through all of our work, we encourage Quakers and others to take a structural approach – recognising that many of the challenges we face are shaped by power hierarchies, historical injustices and an economic system that exploits people and the Earth. This leads us to work for a ‘just peace’, a peaceful world which is underpinned by principles of equality and justice. This means working for an end to oppression and discrimination – including the need to examine whether our own actions may be contributing to this. Many of the ends we work towards, historically and currently, are long term and require patient, but creative, work over years or decades.

**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.

1. For Quakers, ‘witness’ is used to describe practical action to live out Quaker Faith in the world and to work for peaceful and positive social change. For many Quakers witness is an integral part of their spiritual experience. It can take many forms and be focused at a personal, community, national or international level. Examples include projects designed to relieve poverty, campaigns to challenge racial injustice or nuclear weapons, community dialogue, mediation, public protest and civil disobedience, challenging the root causes of violence and working to build, relationships and co-operation. [↑](#footnote-ref-1)
2. The Quaker learning centre. [↑](#footnote-ref-2)