Dear Applicant

**Local Development Workers (4 posts)**

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

* The job description and person specification
* Guidance notes
* Equality & Diversity information
* Information about working for Quakers in Britain

We are holding two open online information sessions about the Local Development roles. Please email Sophie Smith to book your place: sophies@quaker.org.uk You can also contact Sophie by email with queries, or to arrange a longer conversation. None of our staff are available between 19th December 2020 and January 10th 2021.

* 15th December 2020 from 7pm to 8pm
* 14th January 2021 from 7pm to 8pm

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. 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.

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 **9am on 25 January 2021**. Interviews will take place on **23-26 February.** They will take place by video call.

**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.**

**Job Description and Person Specification**

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| **JOB TITLE:** Local Development Worker  **REPORTING TO**: Team Leader -Local Development **RESPONSIBLE FOR**: No line management responsibility **DEPARTMENT**: Quaker Life **DATE**: 1 December 2020  |

**Job purpose:**

Work with Quaker communities in a particular geographical area to enable them to thrive in a way that meets the aspirations of Our Faith in the Future.[[1]](#footnote-1)

The support given will be flexible, responding to the needs and circumstances of Quaker communities in each area. This is likely to include a mixture of spiritual, practical, pastoral and facilitative approaches, as well as offering opportunities for community development and learning either provided directly by the worker or by others.

Workers will develop a work plan that will enable them to build honest, trusting relationships with Quaker meetings (and other Quaker groups) in order to build participation, inclusivity and leadership at a local level. This will be done with the support of a team leader, and will be designed round the aspirations and needs of the locality. The work will enable Quakers to further build and develop community, explore and act on leadings and use Quaker processes effectively and in ways that are spirit-led. The work will help strengthen connections across the area, between different parts of the Yearly Meeting and between local Quaker communities and the work of BYM and Woodbrooke.

Local development support is a critical component of BYM and Woodbrooke’s integrated support for meetings strategy. The experience of LDWs will help to shape and identify themes and priorities within this strategy, ensuring that it is ‘meeting centred’. They will also help to develop and on occasion contribute to wider support for meetings work including projects and events offered by BYM and Woodbrooke.

All aspects of the work will be embedded in Quaker testimony and practice; guided by the aspirations of Our Faith in the Future and underpinned by the strategic priorities of Britain Yearly Meeting and Woodbrooke.

1. **Key Accountabilities & Main Tasks**:
	1. **Develop understanding of and respond creatively to the needs and agendas of local Quaker communities:** (c. 35% of worker’s time).[[2]](#footnote-2)

**This includes:**

* Developing understanding of what is already happening within local Quaker communities, including key people, concerns and areas of activity.
* Building trusting relationships - including by spending time with and participation in Meeting for Worship with different meetings and groups.
* Careful listening in order to understand how Quakerism is lived and experienced; explore the needs and aspirations of communities and identify both presenting and any underlying needs
* Facilitating groups to explore a potentially wide ranging set of questions, thoughts and leadings and to identify actions that may flow from these. (For example in relation to community building, spiritual nurture, property, role-holding, developing concerns, conflict, witness etc)
* Working with Quakers and colleagues to plan, deliver and follow up interventions.
* Encouraging and enabling Quakers to understand and access the possibilities and benefits of local development support as well wider sources of support from BYM, Woodbrooke and other appropriate organisations. Where appropriate brokering the latter

**Support local leadership development:** (c. 35% of worker’s time)

 This includes:

Helping role holders, meetings and others to use Quaker processes and discipline effectively, including working with and drawing on colleagues with specialist expertise as appropriate.

* Encouraging the development of individuals to use their gifts to serve Quaker communities through personal support, enabling access to learning, training and development, providing opportunities and encouragement.

Working with and drawing on colleagues with specialist expertise, supporting meetings to uphold good practice and legal requirements – e.g. in governance, safeguarding, employment, charity law.

* Supporting the development of local and regional networks to foster community, share learning, experimentation and good practice

Accompanying and supporting Friends to identify, develop and deliver projects – ensuring that these remain locally owned and implemented. (Not to deliver these.)

Supporting meetings to become more welcoming, accessible and diverse including through experimentation with different expressions of Quaker community.

* 1. **Contribute to YM-wide support for meetings strategy** (c. 20% of worker’s time)

This includes:

* Share learning and develop thinking with wider teams to continually develop BYM/WB’s support for meetings work and its delivery in a way that reflects local needs and experience.
* Work with colleagues to develop and deliver Yearly Meeting wide support for meetings programmes or events as agreed with team leader.
* Promote wider BYM and Woodbrooke support for meetings work as appropriate to local needs and circumstances.
* Help BYM and Woodbrooke to communicate the work effectively by identifying and writing up stories, collecting information and helping to build a culture where Quaker communities are willing and able to share their stories with others.
* Where appropriate, sensitively challenge Quaker communities to develop and broaden thinking in line with Yearly Meeting priorities/leadings
* Use agreed monitoring and evaluation processes to record and report on the work to help BYM and Woodbrooke identify the difference the work is making
* On occasion – and as agreed with team leader - work in other geographical areas and/or with other BYM/Woodbrooke support for meetings staff (including, but not limited to, using the gifts within the staff team well, for developing new approaches, and to cover absences)

**Professional and team development** (c. 10% of worker’s time)

This includes:

* Share and develop learning and expertise with colleagues - particularly any new or specialist areas of focus.
* Remote and in person participation in regular team and organisational meetings across BYM and Woodbrooke.
* Active participation in supervision meetings and annual reviews/planning with line manager.
1. **Intellectual Demands**
* Excellent interpersonal and communication skills
* Critical thinking and problem solving.
* Gathering and analysing information.
* Planning and organisation.
* Verbal and written communication.
1. **Judgements**
* Work within the framework of BYM and Woodbrooke’s integrated support for meetings strategy under the direction and line-management of a team leader
* Negotiate conflicting/competing points of view within and between meetings.
* Identify and respond appropriately to the presenting and underlying needs of Quaker communities.
* Decide upon the most suitable types of support to offer from the available resources, bearing in mind competing needs and outcomes.
* Manage own workload and priorities, with the support of team leader.
1. **Use of Resources**
* There are no staff or budget management responsibilities, but the work includes working alongside and supporting volunteers.
* Responsibility for managing resources allocated by budget holders, in line with organisational requirements and guidance e.g. for travel expenses, procurement and sustainability.
* Responsibility for safekeeping of I.T. equipment and a mobile phone.

**5. Communications**

**Internal**: (paid staff)30%:

**External**: (including local and area meetings, committees etc.)70%

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

The work may be either home and/office based (to be agreed) and based in external locations. There is the requirement to travel regularly and to transport and lift I.T. equipment and prepare resources.

**7. Working Conditions and Emotional Demands**

**7.1 Hours**

The post holder will work an average of 28 hours per week. The work requires a good degree of flexibility from the worker to be available on a variety of weekends, weekdays and evenings.

The main days and hours to be worked in any calendar month will be agreed in advance with the team leader. A record should be kept of hours worked for regular joint review.

Local development workers should expect to work up to an average of 5 weekend days a month, most often on a Sunday.

There is occasional evening work. This is usually for phone calls with Friends, and can therefore be done at home. Occasionally, there may be evening meetings (see travel below).

It may be necessary to work some long days. Some overnight stays may be required.

The postholder is required to work on a Wednesday as a core desk/office day. This enables team and organisational meetings and other activities to be held.

Other desk/office days to support cross organisation collaboration would normally be on weekdays and during regular working hours. (BYM core office hours are between 10am and 4pm)

BYM operates a time off-in lieu (TOIL) system for agreed work that may be required over and above contracted hours. The BYM flexible working policy and TOIL guidance provide more information about how this works.

**7.2 Base**

The base for the role will be agreed in discussion with BYM, and will suit the needs of a particular locality. BYM will pay reasonable costs for the office space as appropriate. It could be:

In an office space in a Quaker Meeting House

In a shared office or hot desk facility

At home (for which a home working allowance will be paid)

In many cases the worker will be based in a different geographical area from their direct colleagues.

BYM will provide suitable furniture, IT and other equipment to equip an office as needed.

**7.3. Travel**

The post-holder will be required to travel widely their regions. This is likely to include some overnight stays.

In addition to this it will be necessary to work, attend meetings or participate in trainings at locations outside of their region – primarily (but not limited to) Friends House (London) and Woodbrooke (Birmingham). This is likely to include in the region of 10 trips per year and may include overnight stays. The pattern of these will be agreed in consultation with line managers.

Britain Yearly Meeting prioritises the use of public transport as part of its commitment to sustainability. Where this is not practicable, the post-holder may use their own car, or hire a car, in line with BYM policy and procedures.

It should be noted that some locations are extremely difficult to access by public transport, especially on a Sunday.

Reasonable travel costs from the office base will be paid in line with BYM policies and procedures.

The post holder requires emotional resilience and the ability to remain grounded. There may be conflicting opinions or complex situations to manage as Quakers share and explore their spiritual journeys.

**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.

**PERSON SPECIFICATION**

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| **Job Title:** Local Development Worker  **Department:** Quaker Life**Date:** 1 December 2020 |

**ESSENTIAL KNOWLEDGE**

* Knowledge of and sympathy with Quaker worship, practices, structures and values.
* Knowledge of community development and empowerment.
* Awareness and understanding of the particular issues/cultural context of the region.

**ESSENTIAL QUALIFICATIONS**

* There are no specific qualifications which are essential to this role.

**ESSENTIAL EXPERIENCE**

* Using a variety of group work and facilitation methods to help groups explore challenges, test new/competing ideas, identify actions and come up with solutions.
* Supporting communities, groups and/or networks to foster community, share learning and develop and deliver new initiatives.
* Supporting and developing individuals to understand their situation, use their gifts and facilitate change
* Identifying conflict at an early stage and supporting others to work through and address this

**ESSENTIAL SKILLS AND ABILITIES**

* A good listener who is open to new ideas.
* Ability to overcome barriers and identify creative solutions.
* Ability to work diplomatically with a diverse range of people and groups – being approachable and supportive but also challenging when required.
* A commitment to inclusivity with the ability to embed this in group and other working practices.
* Ability to work proactively under own initiative and collaboratively as part of a team.
* Ability to plan, organise and deliver work according to guidance and agreed standards.
* Ability to gather and record information effectively.
* Excellent verbal and written communication skills, including presentation skills.
* Confident IT user with the ability to learn new software and applications quickly. Currently this includes Microsoft Office, Teams, Zoom, various databases and training platforms.

**DESIRABLES**

* Training, qualifications or substantial experience in one or more of the following: formal or informal education, community development, volunteer management, youth and/or community work, faith organisations, group work, facilitation and/or training others.
* Experience of working with a wide (e.g. national) but dispersed network of community or faith groups.
* Experience of using Quaker processes and approaches – e.g. threshing meetings, meetings for clearness
* Driving licence
* Wales post only: The ability to communicate in Welsh is desirable.

**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. 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**

**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.

You can download our Trustees Annual Report & Financial Statements here: [www.quaker.org.uk/annualreport](http://www.quaker.org.uk/annualreport).

The work of Britain Yearly Meeting is carried out through five departments:

1. Quaker Life supports Quaker meetings in their life and worship, oversees Quaker outreach, provides training, organises events for children & young people and runs the Library of the Society of Friends.
2. Quaker Peace & Social Witness works on behalf of Quakers in the areas of peace, economic justice, sustainability and criminal justice, through campaigning, training, placements, community empowerment and by supporting Quakers in local meetings with their activities and concerns.
3. Quaker Communication & Services works to promote public awareness of Quakerism, provides advocacy, media, web and publications services to the organisation, and oversees fundraising from Quakers, Quaker meetings and trusts. It also provides a secretariat for the Quaker governance structures.
4. Quaker Finance & Property oversees the budget and finances of BYM, including our ethical investment portfolio, various properties and legacies.
5. Our wholly-owned trading subsidiary, The Quiet Company, operates Friends House as a major conference venue and runs the building facilities. This includes our main 1000-seat auditorium, The Light (see [www.friendshouse.org.uk](http://www.friendshouse.org.uk) and [www.thelightateuston.org.uk](http://www.thelightateuston.org.uk) for more information). The Quiet Company also runs Swarthmoor Hall, a historic house with accommodation in Ulverston, Cumbria (www.swarthmoorhall.co.uk).
6. You can read more about the governance structures of the Quaker organisation in Britain here [www.quaker.org.uk/documents/quakers-in-britain---a-short-guide-to-our-structures](http://www.quaker.org.uk/documents/quakers-in-britain---a-short-guide-to-our-structures).

## About Local Development Work

Local Development work is part of a move in Quakers in Britain to bring support closer to meetings and other Quaker communities. It is a partnership with Woodbrooke, the Quaker learning and research organisation. Quakers in Britain are committed to placing local development workers within reach of every Quaker community in Britain within five years. The team is part of Quaker Life and plays a key role in delivering the joint BYM/Woodbrooke integrated strategy supporting Quaker communities.

Our current team of 4 local development workers, have been in post since 2016, as part of the Vibrancy in Meetings Pilot Programme. We are recruiting new cohorts of 4 workers to start in April and September 2021. There is more information about the Vibrancy Programme, Local Development Work, and supporting Quaker communities, on the [Britain Yearly Meeting website](https://www.quaker.org.uk/our-organisation/support-for-meetings/meeting-centred-support). You can also read the [external evaluation](https://www.quaker.org.uk/our-organisation/support-for-meetings/vibrancy-in-meetings) of the Vibrancy in Meetings Pilot Programme, which was carried out by NCVO Charities Evaluation Service.

The new team of Local Development Workers will be based in the following places:

 Based at home or in a suitable office in the region. One post each in:

* Scotland
* Yorkshire (based in Carlton Hill Friends Meeting House, Leeds)
* East Anglia
* Cumberland and the North-East

Please indicate on your application form which post you are applying for. (You may apply for more than one).

## Our Values

How we act as Quakers goes together with what we believe.

We don’t have a fixed creed because we have found that the search for truth can lead us to new expressions of values as well as confirming existing ones. We call these values ‘testimonies’. Today we focus on equality, peace, truth, justice and simplicity, and how they relate to one another.

Our testimonies encourage us to work for a more just, peaceful and sustainable world. It’s not always easy to live this way, but as Quakers we try to encourage each other to keep trying.

### Equality and justice

Quakers believe everyone is equal. This inspires us to try to change the systems that cause injustice and that stop us being genuine communities. It also means working with people who suffer injustice, such as prisoners of conscience and asylum seekers. We were campaigning for independent juries in the 17th-century, for marriage equality in the 21st, and for a range of things in between.

### Peace

Quakers are perhaps best known for our peace testimony. It comes from our belief that love is at the centre of existence and that all human life is of equal worth. It has led Quakers to refuse military service and work creatively for peace. This has ranged from practical work in areas affected by violent conflict to developing alternatives to violence at all levels. This could be personal or international.

### Truth and integrity

Quakers try to live according to the deepest truth we know, and we connect most deeply to this in the stillness of worship. This means speaking the truth at all times, including to people in positions of power. As we are guided by integrity, so we expect to see it in public life.

### Simplicity and sustainability

Quakers are concerned about excess and waste in our society. We want to make sure our use of natural resources is sustainable. We try to live simply and to find space for the things that really matter: the people around us, the natural world, and our experience of stillness. The process of living out our faith is often called Quaker Witness – you can [find out more about Quaker work by listening to our podcast](https://www.quaker.org.uk/our-work/podcast).

1. Our Faith in the future is a document which sets out a shared vision of what Quakers in Britain would like their society to be like in the future. It is based on contributions from Quakers throughout the yearly meeting and was agreed by our representative body in 2015 [↑](#footnote-ref-1)
2. Time percentages are given for guidance purposes and reflect broad expectations of how the post holder would spend their time over the course of a year. This may change over time following discussion and agreement between the post holder and line manager. [↑](#footnote-ref-2)