Dear Applicant

**Campaign Coordinator – Maternity Cover**

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**: 16 June 2022

**Interviews:** 4 & 5 July 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**

|  |
| --- |
| **JOB TITLE:** Campaigns Coordinator**REPORTING TO**: Climate Justice Lead**RESPONSIBLE FOR**: No line management responsibility **LOCATION:**  London **DEPARTMENT**: Quaker Peace & Social Witness  **DATE**: May 2022  |

1. **Job Purpose**

The priority for this role over the fixed-term contract period will be climate justice finance campaigns. This will include calling for an international loss and damage fund to be established to compensate communities at the sharp end of climate breakdown, and for the UK government and financial institutions to stop backing fossil fuel projects. The coordinator will also support educational work designed to help Quakers develop their understanding of a justice-based approach to climate action.

From time to time the post holder may also be expected to contribute to campaigns work on other issues with the support of the relevant policy specialist.

* Support the organisation’s work to campaign for climate justice and peace (priorities determined by existing work and current opportunities for progress), as part of the wider Quaker commitment to sustainability and peace.
* Support Quakers throughout Britain to play a distinctive and effective role in the climate justice and peace movements.
* Lead on the design, implementation and evaluation of campaigns for climate justice and peace, working with colleagues, partner organisations and interested Quakers.
* With colleagues, ensure that BYM’s priority campaigns are well communicated across a range of appropriate media channels.
1. **Key Accountabilities & Main Tasks**

Climate justice and peace work

* Represent Quakers in external networks and coalitions, through meetings, working groups etc, to support effective action for climate justice and peace.
* Develop communications content and resources to support Quakers to understand and take action for climate justice. This might include developing comms plans, newsletters, press releases, toolkits, leaflets, video and web content.
* Support the development of policy work, for example by monitoring and summarising social and political developments, carrying out research and drafting briefings and consultation responses.
* In line with agreed priorities, deliver workshops, talks and events to inform and excite Quakers about Quakers in Britain’s work, highlight its spiritual roots and invite the Quaker community to be part of this.
* With colleagues, support Quakers to share their experience and stories of locally led witness on climate issues, to promote shared learning, inspiration and outreach.

Campaigns coordination

* Develop and contribute to creative campaigns to inspire and mobilise Quakers throughout Britain to take effective action on priority issues of climate justice and peace. The campaigns may be led by BYM or partner organisations.
* Be adaptable to fast changing situations, including changing focus of tasks according to team or organisational needs and acquiring new skills or knowledge through training and experience (including sometimes undertaking activities you have little or no experience of).
* Working with colleagues and partner organisations, develop communications and resources (including digital tools) that support Quakers to understand and take action on priority campaign issues.
* Working with faith in action colleagues, support Quakers to campaign effectively for climate justice and peace through workshop delivery, accompaniment, networking and resources.
* Act as a first point of contact for enquiries about BYM priority campaigns.
* Contribute to organisational mapping in order to, better understand and grow our activist network and evolve BYM’s ‘offer’ so that it better reflects real needs and constraints
* Coordinate a Quaker presence at selected peaceful public protests, vigils and lobbying events related to BYM’s priority campaigns.

Other responsibilities

* Some administrative tasks e.g. maintaining records, updating contact lists, coordinating room bookings and logistics, organising events, setting up monitoring mechanisms, processing requests for resources.
* 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.
* 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.
* 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.
1. **Intellectual Demands**

The post requires:

* Good level of understanding of climate justice.
* Good level of understanding of how change happens politically and socially.
* Ability to work effectively in often diverse coalitions.
* Ability and willingness to continuously develop knowledge, in particular about campaigning and movement building methods, climate justice and peace.
* Ability to research, identify and analyse relevant information and use this 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 – 60% of time**

Contact will mainly be with colleagues in the campaigns, advocacy and faith in action team, other staff within Quaker Peace & Social Witness, and the Communications & Services department.

**External Communication – 40% of time**

Mainly with members of Quakers and non-Quakers involved in our priority campaigns, Quaker committees, and partner organisations and networks.

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

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

* Extensive VDU use in an open plan office.
* 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 is based at Friends House in London. Some flexibility to work from home or from the Quakers in Britain Yorkshire Centre in Leeds is possible, subject to a suitable work location being agreed with Britain Yearly Meeting.
* 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 10 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.

**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**

|  |
| --- |
| **JOB TITLE:** Campaigns coordinator**DEPARTMENT:** Quaker Peace & Social Witness**DATE**: May 2022 |

**ESSENTIAL KNOWLEDGE**

* An understanding of the role of campaigning and advocacy in creating social change.
* Good level of understanding of climate justice issues.
* A knowledge of, and sympathy with, Quaker values.

**ESSENTIAL EXPERIENCE**

* Experience of developing and running campaigns for positive systemic political, economic and social change.
* Experience of using a range of tools to creatively engage and support people in campaigning.

**ESSENTIAL SKILLS**

* Excellent interpersonal skills, with the proven ability to communicate and build effective working relationships with a broad range of people with differing levels of knowledge and experience
* Excellent written communication skills, with the proven ability to create appealing and engaging content for different media and audiences.
* Able to carry out online research efficiently, including on unfamiliar topics, and to summarise, analyse, draw conclusions and make recommendations from information gathered.
* Able and willing to work independently on a project (such as an event or publication) while following an agreed brief.
* Able to reflect on and evaluate the effectiveness of work undertaken.
* Good organisational skills, with a systematic approach to record keeping.
* Good general IT skills using the standard Office package, electronic supporter mailing software and contact databases (or willingness and ability to learn).

**DESIRABLES**

* Experience of working with faith communities.
* An understanding of Quaker structures and processes.
* A good understanding of peace issues
* Familiarity with the climate justice and/or peace movement in Britain.
* An understanding of the British political context.
* Experience of developing and facilitating workshops and delivering talks.

**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 the UK 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, this is one of two campaigns coordinator roles working to implement our recently adopted [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).

You will be working as part of a small campaigns & advocacy team to coordinate and communicate centrally led campaigns, on our core themes of climate justice and peace. You will support individual Quakers and Quaker communities throughout Britain to engage with these and to play a distinctive and effective role in the climate justice and peace movements.

We envisage that the majority of your time over the contract period will be spent on our climate justice work. Our current priority for this is on finance: we are calling for an international loss and damage fund to be established to compensate communities at the sharp end of climate breakdown, and for the UK government and financial institutions to stop backing fossil fuel projects.

We are also about to launch a ‘year of learning’ on climate justice, with written and recorded materials and a series of online sessions to help Quakers develop their understanding of a justice-based approach to climate action. We encourage Quakers and others to approach the climate crisis as a structural issue caused by political choices made within the dominant economic system – an issue of social justice, not just ‘the environment’.

We do much of our work through coalitions, notably Make Polluters Pay and an interfaith coalition which was established in the run-up to COP26, so you will be working with partner organisations as well as the Quaker community. From time to time you may also be expected to contribute to campaigns work on other issues with the support of the relevant policy specialist.

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.

In addition to campaigns and advocacy colleagues, you will work alongside two ‘faith in action’ colleagues who support Quakers with their own community-led projects, support skills and networking and run networking events so that Quakers can make connections, learn from, work with and inspire each other.

**Our approach to social change**

Quakers have a long history of working for peace and justice, from contributing to anti-slavery campaigns to supporting 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, 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.