

Quakers in
Britain



Application Pack

Civil Society Officer



Introduction



Grace Da Costa

Public Affairs and Media Manager

This is an exciting time to join us and make a real impact.

At Quakers in Britain we are working to bring Quaker values of peace and sustainability to the world, and support the Quaker community.

Our engagement with UK civil society, government and parliament is an important and growing part of our organisation's role.

Our new Civil Society Officer will campaign to protect democracy and civic space. They will coordinate and expand the Civil Society Voice network, a diverse group of civil society organisations who care about the right to campaign and to hold those in power to account. With the rise of the authoritarianism and movements that seek to divide and dehumanise, this work is more important now than ever.

We hope the information in this pack will fire your interest. Quakers are inspired by faith to work for a just, peaceful, and sustainable world. Our staff team share those values and support that work as we seek to increase our impact.

You will find in this application pack background information about the Quakers, salary and benefits of working for us along with the job description/ person specification for the post.

If you want to join our friendly, collaborative team we look forward to receiving your application.

Best wishes

Grace Da Costa

Public Affairs and Media Manager

If you would like an informal chat about the role before applying please email Grace Da Costa at graceda@quaker.org.uk.



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/faith.

About Quakers in Britain

We are the charity that works with and on behalf of all Quakers in Britain. Our staff and committees provide support and events for around 18,000 Quakers, who worship in 456 local meetings across Britain.

Supporting Quaker communities is a key part of what we do. We have staff working within reach of every Quaker meeting in Britain. They work closely with local Quakers to identify their spiritual and practical needs and help them become stronger and more connected. We are on hand to help Quaker communities thrive.

We organise Yearly Meeting, the annual assembly of the Quaker church in Britain. It's when Quakers gather in worship to connect, explore current concerns and discern the way ahead. This Spirit-led decision-making guides our work.

Quakers are inspired by faith to build a better world. We take forward this work for peace and social justice and raise public awareness of Quaker faith and values.

We are a registered charity with an annual turnover of around £10m. Responsibility for the charity lies with the fifteen trustees of Quakers in Britain, appointed from among the Quaker community.

The work of Quakers in Britain is carried out through six departments:

- **Quaker Life** supports Quaker communities in their life and worship, oversees Quaker outreach, provides training and organises events for children and young.
- **Quaker Peace & Social Witness** runs programmes supporting peace, economic justice, sustainability and criminal justice, through campaigning, training, placements, community empowerment and by supporting Quakers in local activity.
- **Quaker Church Affairs** manages the governance, events, and the shared identity and discernment of Quakers. It is underpinned by work on equity and justice in these structures.
- **Communications & Fundraising** promotes public awareness of Quakerism, provides advocacy, media, web and publications services to the organisation, and oversees fundraising from Quakers, Quaker meetings and Trusts.
- **Quaker Finance & Property** oversees the budget and finances of BYM, the work of our commercial trading subsidiary and our ethical investment portfolio and properties.
- **Quiet Company** is our wholly-owned trading subsidiary. It operates Friends House as a major conference venue and runs the building facilities. It also runs our Yorkshire office and Swarthmoor Hall, the historic home of Quakerism located in Cumbria. Each year, the Company gift-aids any profits or surplus to the charity to support and enable Quaker work www.quietcompany.co.uk.

You can read more about the governance structures of the Quaker organisation in Britain here www.quaker.org.uk/structure.

You can download our Trustees annual report and financial statements here: www.quaker.org.uk/annualreport.

Our values



Our Values

Quakers live by core values that flow from our faith. They are central to our relationships with other people and with the earth:

Peace

Quakers are best known for their deep commitment to peace. But we don't simply oppose war. We tackle the root causes of violence and challenge the systems that lead to war.

Equality and justice

Quakers believe everyone is equal. This leads us to challenge injustice and work with people who suffer injustice. We oppose all forms of discrimination and champion diversity.

Truth and integrity

Quakers strive to speak the truth with love. Treating others as we would want to be treated means being both honest and respectful in our words and actions.

Simplicity and sustainability

Quakers try to live simply and focus on the things that really matter: the people around us and the natural world. We call for a sustainable way of life that puts people and planet first.

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: www.quaker.org.uk/podcast.



Working for Quakers in Britain



Quakers in Britain is a national charity employing 150 people. Our staff work remotely and from offices in London, Leeds and Cumbria. Its purpose is to work for, with and on behalf of Quakers across Britain.

About our organisation

Quakers is the name most commonly used for the Religious Society of Friends. Although we have our roots in Christianity, we also find meaning and value in the teachings and insights of other faiths and traditions.

In Britain there are about 18,000 Quakers. We have 456 local Quaker Meetings, grouped into 72 'area meeting' charities. All these charities are affiliated to Britain Yearly Meeting.

Quakers in Britain is a charity, formally known as 'Britain Yearly Meeting of the Religious Society of Friends'. The trustees are appointed by and accountable to British Quakers; and because this work is done for and on behalf of Quakers from the whole of Britain, the work we do is known as 'centrally managed work'.

A Quaker workplace

We aim for our workplace to be consistent with Quaker values - broadly the same as most well-run progressive organisations. For example:

- We expect staff to respect each person regardless of age, race, religion, gender, transgender status, sex, sexual orientation, disability, marital or civil partnership status
- We work to avoid unjustifiable and unlawful discrimination in our employment practices
- We strive to follow good employment practice, with clear and supportive line management
- We have a 1:4 ratio between the lowest and highest salaries
- We aim to be open and honest in all our work
- We avoid titles such as 'Mrs' or 'Mr'

- Very few jobs in our organisation are restricted to Quakers, although about 1/3 of the staff are Quakers or linked to Quakers in some way.

The Quaker way of life

The Quaker way is based on silent worship, as a way to help people connect directly to God. Quakerism began in Britain in the 17th Century. Its roots are in radical Christianity, although today not all Quakers call themselves Christian.

Quakers share a way of life rather than a set of beliefs. We seek to experience God directly, within ourselves and in our relationships with others and the world around us.

Quakers are ordinary people, who try to live their values they can. This leads many Quakers to work for a better world.

Values that are important to us include truth and integrity; simplicity; equality; peace; and sustainability.

You do not need to be a Quaker to worship with us at one of our meetings.

You can find out more:

- From our website: www.quaker.org.uk.
- By reading Advice and queries which is an introduction to Quaker belief. Read it online at <http://qfp.quaker.org.uk>.
- By visiting the Quaker Centre at Friends House, which has leaflets and books, and volunteers who can answer questions.
- Or by requesting a free information pack from www.quaker.org.uk/more-information.

About the team



Advocacy and Media team

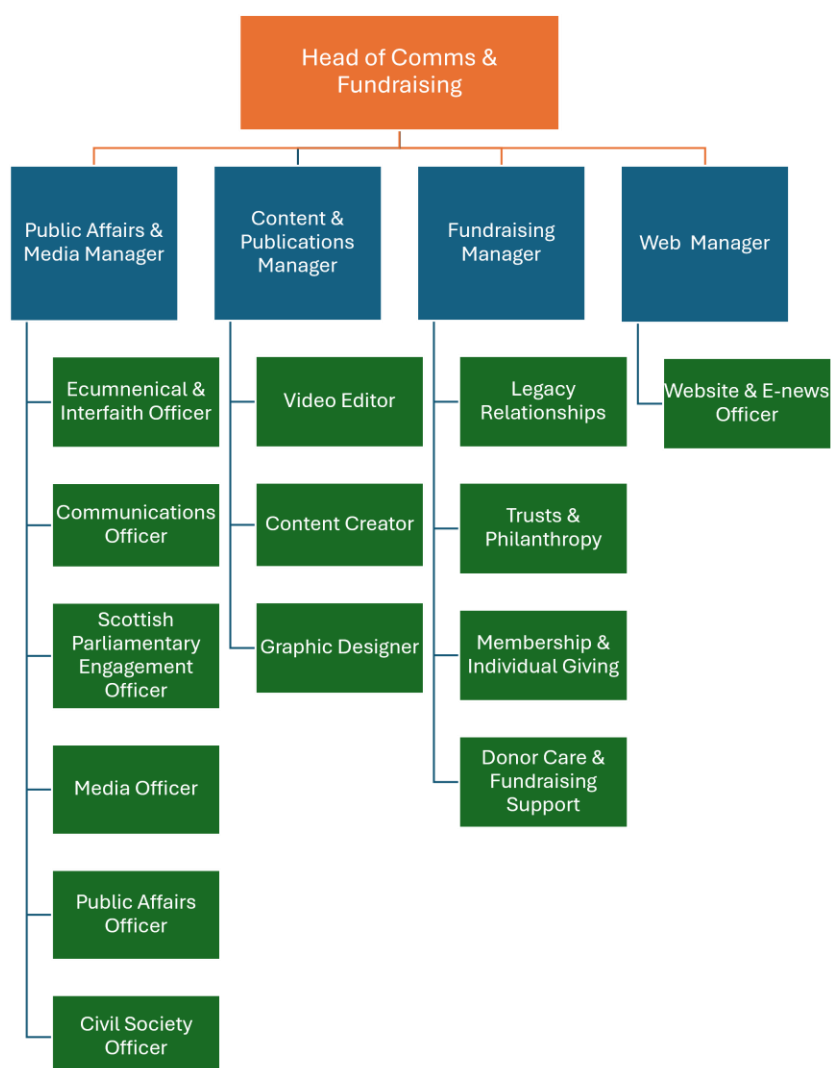
The Advocacy and Media team, where this role sits, is part of the Communications and Fundraising department. Other teams in the department work on the website, publications and content, and fundraising. The objectives of the department are:

- Bring Quaker values to the world
- Show how Quakers are active and relevant
- Increase the number of Quakers
- Engage Quakers in centrally-managed work
- Help Quaker meetings to thrive
- Ensure Quaker work is funded.

The Advocacy and Media team focuses on the first two of these objectives. It includes the functions of: public affairs and advocacy in Westminster, Holyrood and the Senedd; interfaith and ecumenical relations; media; and social media.

We work closely with policy and campaigns colleagues in our Quaker Peace and Social Witness department, and much of our work is done in coalition with other organisations.

Organisation chart





Job description

Job Purpose

- To campaign on democracy and civic space for Quakers in Britain, coordinating the Civil Society Voice (CSV) network to influence behaviour, attitudes, policy and legislation in the UK.

1. Key Accountabilities and Main Tasks:

- Coordinate the Civil Society Voice network on behalf of Quakers in Britain, including:
 - Arranging and chairing CSV policy group meetings and doing planning and follow-up for them.
 - Recruiting new members to the network and liaising with existing members.
 - Assisting with CSV directors' group meetings, including helping to plan the agenda, contributing an update from the policy group, and taking notes.
- Monitor developments on democracy and civic space in the media, parliament and civil society, identifying opportunities for action and keeping colleagues and CSV members updated.
- Identify relevant external stakeholders such as Members of Parliament and help to build and maintain relationships with them.
- Research and draft briefings, inquiry submissions, joint letters and other materials to help influence behaviour, attitudes, policy and legislation on democracy and civic space.
- Create clear and accessible content that communicates our position on democracy and civic space to relevant audiences.
- Assist with monitoring, reporting and evaluation of democracy and civic space work.
- Work with colleagues in the broader team, department and organisation to

ensure a joined-up approach to campaigning on democracy and civic space and related issues.

2. Intellectual Demands:

- Positive and proactive attitude
- Good interpersonal, communication and facilitation skills
- Strong time-management and organisational skills
- Work with the Public Affairs and Media Manager to discuss priorities and meet deadlines.

3. Judgements

- Support the development of priorities and identify opportunities to influence parliamentary and policy discussions.
- Prioritising competing demands in consultation with line manager
- Informing colleagues about relevant developments
- Deciding what is appropriate to say or write depending on context and audience

4. Use of Resources

- No budgetary responsibility, though the role-holder may be asked to track spending. The post holder will be expected to use project resources effectively, and in a way that aligns with Quakers in Britain's values and ethical commitments and those of our funders.

5. Working Conditions

- The post makes no unusual physical demands.
- Occasional travelling and working outside normal hours may be required.

6. Communications

Internal (60%)

- Support the Public Affairs and Media Manager and other colleagues to align democracy and civic space work with organisational goals.

About this post



- Provide updates on key political developments and suggest actions that align with the organisation's strategic priorities.

External (40%)

- Engage with CSV members promote the organisation and network's priorities.
- Draft written communications such as policy briefings, written evidence to committees, email correspondence and blog posts.
- Assist with external meetings and events.

7. Other Responsibilities:

- Undertake duties and responsibilities in keeping with the post
- Champion equity, diversity and inclusion in our workplace community
- Adhere to Quakers in Britain's commitment to sustainability
- Contribute to departmental and organisational reporting on impact, monitoring and evaluation as required
- Support the Quakers in Britain Leadership Framework
- Understand and follow Quakers in Britain's policies and procedures at all times
- Understand and follow Quakers in Britain's Staff Handbook at all times

Safeguarding Requirements

- Completion of mandatory training modules on safeguarding adults and children, including annual refresher training.

Person specification

Essential Qualifications

- Relevant public affairs related qualification or equivalent experience

Essential Knowledge

- Knowledge of and sympathy with Quaker values
- Knowledge of how the UK government, parliament and civil society works
- A good understanding of equity, diversity and inclusion in the workplace

Essential Experience

- Facilitating and coordinating networks to achieve policy goals
- Policy, public affairs and/or campaigning work in a voluntary or public organisation
- Producing clear, succinct and engaging documents and communications

Essential Skills

- Excellent interpersonal skills, with the ability to engage professionally with a variety of people
- Facilitation skills
- Excellent written and verbal communication skills
- Ability to analyse political developments and recommend actions in response
- Time-management and organisational skills
- IT skills, confident in the basics of Outlook, Word, Excel and PowerPoint

Salary & benefits



Salary

£22,105 (£36,842 pro rata) + £3,900 London weighting if applicable

Location

Based at our offices in London (NW1) or at home nationally, but must be within 2 hours' travel of London and willing to travel regularly and sometimes at short notice. Office-based staff can work at home some of the time by agreement.

Hours of work

21 hours per week. Hours can be worked flexibly by agreement.

Flexible working options

We are open to requests for flexible working patterns such as working from home or compressed working patterns.

Holiday

16 days a year (27 days pro rata) plus bank holidays and three days for Christmas closure.

Subsidised café

We have an on-site café which provides subsidised meals as well as a bookshop selling ethically sourced goods.

Cycle to work scheme

This scheme helps spread the cost of a work bike and/or accessories over monthly tax-free instalments.

Annual Season Ticket Loan

We will provide with a loan of up to £7,500 to cover the cost of your season ticket repayable in 11 monthly instalments.

Sabbatical scheme

Staff are able to take a nine-month unpaid sabbatical after five years' continuous service.

Pension Scheme

Quakers have a generous pension scheme where we contribute 8% of your salary and you contribute 3% of your salary. You have the option to increase your contributions

should you wish and to pay your contributions via salary sacrifice.

Sick pay scheme

We have a very generous sick pay scheme:

If you have less than 12 months service, you are entitled to full sick pay for 3 weeks followed by three weeks at half pay.

After 1 years' service, you are entitled to full sick pay for 3 months followed by 3 months at half pay, subject to a maximum of six months since the start of your service.

After 4 years' service you are entitled to full sick pay for six months followed by six months at half pay, subject to a maximum of 12 months.

Private Health Insurance

If you are off work due to sickness for more than 52 continuous weeks you will be eligible, subject to requirements of the scheme, to sick pay.

Employee Assistance

Quakers offers access to an independent, confidential employee assistance programme, which is available 24 hours a day.

Family Friendly Policies

Our family friendly policies give enhanced maternity and adoption leave. All staff with more than 26 weeks service will receive 16 weeks full pay, followed by 18 weeks half pay and 5 weeks SMP consecutively. Parents expecting multiple births will receive an additional two weeks of parental leave. Staff undergoing recognised fertility treatment will receive 10 days paid leave to attend their appointments and up to 5 days paid leave for staff who wish to accompany their partner to appointments who are receiving recognised fertility treatment in any 12-month period.

How to apply



Quakers have a faith commitment to equality and encourage and welcome applications for posts from people of all identities and backgrounds. As a result of our recruitment practices, individuals will be selected only based on their relevant skills, experience, qualifications and abilities. We work hard to ensure that a candidate's age, belief, disability, ethnicity, gender, gender reassignment, marital status, nationality, neurodivergence, race, religion, sex, sexual orientation or social class will not be a barrier to working for Quakers in Britain. As a Quaker organisation we expect all applicants and employees to uphold our values.

We aim to operate an equitable and user-friendly application process for all candidates. If you need any reasonable adjustments during the application process, please contact our People Team.

Quakers in Britain is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share and uphold this commitment. Our recruitment and selection process reflects our commitment to safeguarding, and the

suitability of all candidates will be assessed during recruitment in line with our Safer Recruitment guidelines. Successful candidates will be subject to pre-employment checks in line with these guidelines.

The successful candidate will be required to undergo Safer Recruitment pre-employment checks, including:

- Right to work check
- References, including your current line manager

Apply online at www.quaker.org.uk/jobs.

The closing date for applications is:

9am on 17 August 2026

We will consider your application immediately after the closing date and get in touch with you as soon as possible.

Interviews will be conducted by Grace Da Costa and David Loxton on **27 August 2026**.

