



Application Pack

Peer Mediation Development Coordinator



Introduction



**Isabel Cartwright and Ben Harper
Peace Education Team**

This is an exciting time to join our growing work on peace education.

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

One way we do this is to spread peace education, and through this role, peer mediation. Peer mediation is conflict resolution for young people by young people- across Britain. We know from Quaker work in schools that children and young people can be amazing peacemakers if they have training and support. Some schools already have thriving peer mediation schemes, but many others have little or no experience of peer mediation. There are also schools with an interest who cannot access support.

The Peer Mediation Development Coordinator will toward Quakers' goal to embed peace education in Britain. Working closely with partners such as the Civil Mediation Council, this role will focus on building the national capacity for youth-led peacemaking in the form of peer mediation.

Part funded by Sir James Reckitt Charitable Trust, this role has grown out of successful capacity building around peer mediation nationally as part of our wider peace education programme. This is a one-year post with the possibility of extension, subject

to funding. It will involve significant travel to different parts of Britain.

The role is informed by the Quaker vision for education laid out in [Peace at the heart: a relational approach to education in British schools](#).

Alongside the peer mediation work, this role includes getting involved in some of our wider peace education work. This includes creating new content and resources for educators, and networking to promote peace education.

We are a small, yet supportive team with a commitment to embody the values we talk about. We value and support one another, and look to draw on our individual strengths and passions.

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 would like an informal chat about this role, we'd be pleased to hear from you. Please email peaceedu@quaker.org.uk

If you have experience of working with children on conflict resolution, extensive experience of working in or with schools, and share our commitment to children's rights and peace, please apply.



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 transatlantic 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.
- Quaker 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 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.



Peer mediators at a conference in Manchester 2025 are congratulated by local councillor and peace activist Erinma Bell, who commended their dedication to resolving conflict peacefully.



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 with BYM 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.

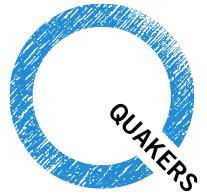
Values that are important to us include truth and integrity; simplicity; equality; peace; and sustainability.

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.

Peace Education Team: part of Quaker Peace & Social Witness



Quaker Peace & Social Witness (QPSW)

The peace education team is part of the Quaker Peace & Social Witness (QPSW), department.

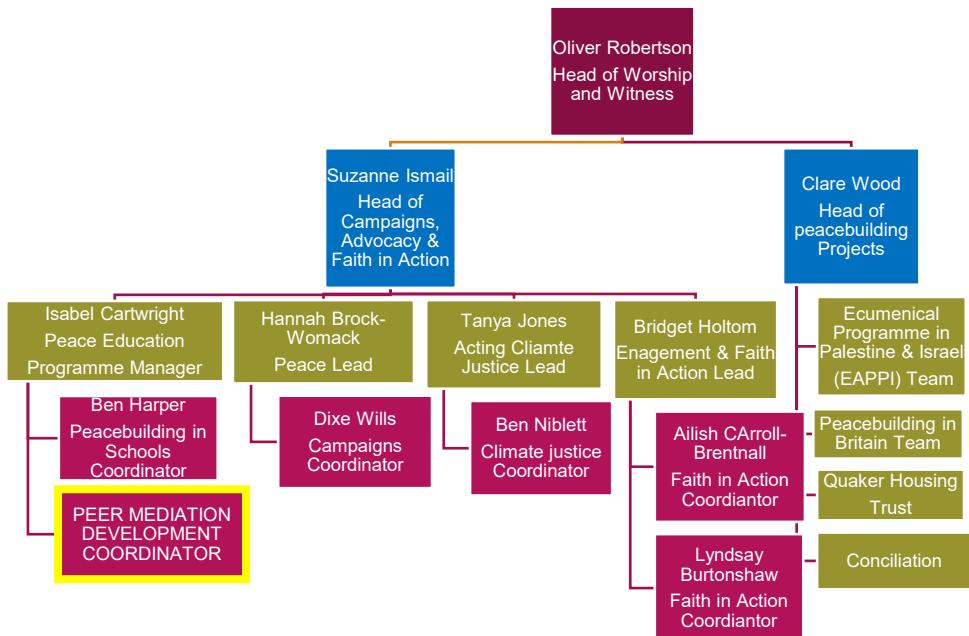
QPSW's work aims to tackle the root causes of violence and to build a more just, peaceful and sustainable world.

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 a just 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.

QPSW Central Committee (the committee of Quakers that oversees and guides 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.

With the appointment of the peer mediation development coordinator, the peace education team will have three members.





Peer Mediation Development Coordinator:

Peer Mediation isn't new. Quakers, and others, have pioneered this approach for several decades in the UK. It has flourished in some areas, often where it has been supported by a local peace education organisation, or mediation service. In others it's little known, often without provision for training or support.

With the help of external funding from Sir James Reckitt Charitable Trust, we have been addressing this challenge. We are raising awareness amongst schools and policy makers, increasing the spread of provision for training, strengthening the infrastructure for peer mediation, and supporting schools with implementation.

This role will support our small team to build on the momentum already generated. Working closely with the Building Peacebuilding in Schools Coordinator, the successful candidate will train more educators, mediators and volunteers to establish peer-mediation schemes, and help to develop Peer Mediation accreditation and resources. Significant travel to different parts of Britain will be a key part of the role.

For Peer Mediation schemes to be sustained by schools there needs to be a complimentary ethos, genuinely supportive of children's rights, and restorative approaches. The peer mediation development coordinator will help schools to establish if they are ready to develop a scheme, and to support them on this journey if they are.

Most thriving peer mediation schemes are in mainstream primary schools. We are keen for the successful candidate to help test approaches and provide support so that peer mediation can flourish in more secondary schools and in a wider range of educational settings.

Capturing qualitative and quantitative data will be important to support our ongoing advocacy work to strengthen the case for peer mediation.

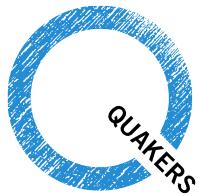
In addition to further developing peer mediation in Britain, the role will involve supporting some of our wider peace work. You can see some of the education resources we have produced at the links below:

www.tes.com/teaching-resources/shop/QuakerPeaceEducation

The resources we have created with the Peace Education Network are available here: www.tes.com/teaching-resources/shop/peace_edu_network_uk

The role is informed by the Quaker vision for education laid out in [Peace at the heart: a relational approach to education in British schools.](http://www.tes.com/teaching-resources/shop/peace_edu_network_uk)





Job purpose

- To deliver high quality Peer Mediation Train the Trainer courses
- To develop opportunities for children and young people to gain accreditation for their work as Peer Mediators
- To support the development and sharing of high-quality Peer Mediation resources
- To support the development and sharing of other high-quality peace education resources

1. Key Accountabilities & Main Tasks:

The peer mediation development coordinator will lead on the following work areas, with guidance and support from the peace building in schools coordinator:

A. To deliver high quality Peer Mediation Training for Peer Mediation Trainers:

- Deliver in-person 'Train the Trainer' courses (2/3 days) across Britain for educators, mediators, Quakers and volunteers interested in delivering peer mediation in schools
- Provide ongoing networking and support to trainees to help put training into practice

B. To support the development and sharing of best practice:

- Support the development of updated best practice guidelines for Peer Mediation trainers
- Develop resources to support Peer Mediation

trainers to implement best practice

- Provide support and advice for Peer Mediation trainers enabling them to become more skilled, confident and capable over time
- To support the development of peer mediation practice in education settings such as secondary and specialist schools, where peer mediation is less common
- To develop opportunities for children and young people to gain recognition and accreditation for their work as Peer Mediators
- Facilitate gatherings of Peer Mediators to share and develop practice, confidence and esteem
- Promote uptake of Peer Mediators Workbook for certification via the Civil Mediation Council
- Develop further routes for formal accreditation of Peer Mediators

C. To support other priorities of the peace education team, including, but not limited to:

- Review and update existing Quaker peace education resources
- Publicise and promote existing peace education resources, working with communications team on advertising and ways of sharing
- Develop new content and resources that support the implementation of relational practice and peace education



2. Other responsibilities

- Contribute to monitoring and evaluation in-line with organisational practices, supporting a learning culture within QiB.
- Contribute to fundraising - through for example capturing stories of impact and input into bid writing.
- 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 departmental and team meetings.
- Contribute to reporting, information and advice given to governance committees
- 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
- 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.

3. Intellectual Demands

- Good level of understanding of peace education, peer mediation and restorative and relational practice in the context of British schools.
- Ability to research and become familiar with a wide range of issues, according to the needs of the programme
- Ability and willingness to continuously develop knowledge
- Ability to 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 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

4. 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
- With support, able to handle controversial or sensitive subjects confidently and safely within the organisation's public policy and media protocols

5. Use of Resources

- No budgetary responsibility, though the post holder may be asked to contribute to budget setting and developing and monitoring project budgets with the peace education manager
- The post holder will be expected to use programme resources effectively, and in a way that aligns with QiB's values and ethical commitments

6. Communications

Internal (30%)

Contact will primarily be with other peace education colleagues, but also, advocacy, campaigns and faith in action team



Key relationships include: peace education and communications teams

External (70%):

Contacts will include teachers, education institutions, Quakers and Quaker meetings, Quaker committees, funders, and staff of partner organisations and networks. There may be some contact with political decision makers and policymakers.

7. Physical Demands & Co-ordination

The role involves regular travel to deliver training and work with partners. It will involve:

- Delivering in-person training, often over 2 or 3 days in different parts of Britain, as well as online training or facilitation which can both be tiring
- Extensive VDU use
- High levels of sustained concentration to support analysis, effective listening and facilitation
- Travelling alone with equipment/resources for some aspects of the work, such as the in person training, preparing workshop spaces by moving furniture, etc. This can be mitigated through reasonable adjustments if necessary

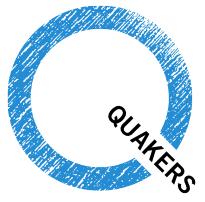
8. Working Conditions and Emotional Demands

- The role can be based at Quakers in Britain Yorkshire Centre in Leeds or from home if you live outside of commuting distance (subject to a suitable work location being agreed with QiB)
- Regular travel to London (approximately once every month, plus other visits based on operational need) should be expected. This may require overnight stays

- Reasonable travel and accommodation expenses away from your agreed place of work will be paid for by Quakers in Britain
- Core working days are Tuesdays and Thursdays. This is necessary to support cross organisational and team coordination
- In addition to the above, it will sometimes be necessary to work away from home. It will also be necessary to undertake some work outside of normal office hours. Two or three weekends within the 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 this role will sometimes involve working with children and young people an Enhanced with Barred Lists DBS check (or equivalent outside England) will be required. Role-specific safeguarding training is required every year.

Other Responsibilities:

- To undertake duties and responsibilities commensurate with the post
- Responsible for ensuring that QiB's Safeguarding Policy is adhered to in all aspects of the role
- Responsible for ensuring that QiB's Equal Opportunities Policy is adhered to in all aspects of the role
- Responsible for ensuring that QiB's Health & Safety Policy is adhered to at all times



- Responsible for ensuring that QiB's commitment to sustainability is adhered to in all aspects of the role
- Responsible for ensuring that QiB's Staff handbook is adhered to at all times.
- A commitment to championing equity, diversity and inclusion in our workplace community

Safeguarding Requirements

- An Enhanced DBS with Regulated Activity (Children's Barred List)
- A social media/online presence check
- Completion of mandatory training modules on safeguarding adults and children.



Essential Knowledge

- Knowledge of peer mediation or other peer led conflict resolution models
- Knowledge of British educational systems, policies and frameworks
- Knowledge of and sympathy with Quaker values and approaches to peace and nonviolence

Essential Experience

- Extensive experience of working in or with schools, including experience to implement projects/schemes
- Experience of upskilling adults through training and coaching
- Creating and adapting resources to meet the needs of a broad range of learners including those with additional needs
- Be able to demonstrate a good understanding of, and commitment to equality, diversity and inclusion in the workplace

social change, including websites, blogs and social media

Desirables

- Experience of supporting schools to implement peer mediation/restorative approaches
- Qualification in teaching or youth work
- Qualification in coaching or facilitation skills
- Recent safeguarding training
- Experience with filming and video-editing

Essential Skills

- Proven teaching and training skills both online and in-person with adults and young people including planning, delivery and reflection
- Excellent oral and written communication skills, with the proven ability to create engaging and inspiring content for different media and audiences.
- Engaging and maintaining relationships with a range of partners and stakeholders
- Excellent organisational skills including ability to prioritise effectively and work independently on a project (such as an event or publication) while following an agreed brief and meeting milestones and deadlines in negotiation with others
- Good general IT skills using the standard Office package and ability to use communications tools for



Salary

£29,473.60 (£36,842 pro rata)
London-based employees will receive an additional London Weighting of £5,200

Location

Based at our offices in Leeds (LS2) or London (NW1), or at home if you do not live within reasonable commuting distance of these locations. Office based staff can work at home some of the time by agreement. **Significant travel to different parts of Britain will be a key part of the role.**

Hours of work

Up to 28 hours per week, worked across four days. We are open to discussions about flexible working, such as compressed working patterns.

Holiday

27 days a year 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

We offer a cycle to work scheme which helps you save money on a new work bike and spread the cost of the bike 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 leave 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.

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. After one year's service by the 15th week before your baby is born or you adopt, you will be entitled to six weeks at full pay, 20 weeks at half pay and 13 weeks at SMP. Parents expecting multiple births will receive an additional two weeks of parental leave. Staff undergoing IVF 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 IVF treatment in any 12-month period.



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:

2. Right to work check
3. Online Presence Check
4. References, including your current line manager

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

The closing date for applications is:

Thursday 5 March at 12pm.

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

Interviews will be in Friends House, London on Thursday 19 March

How to apply



Primary aged peer mediators practice the steps of a mediation.