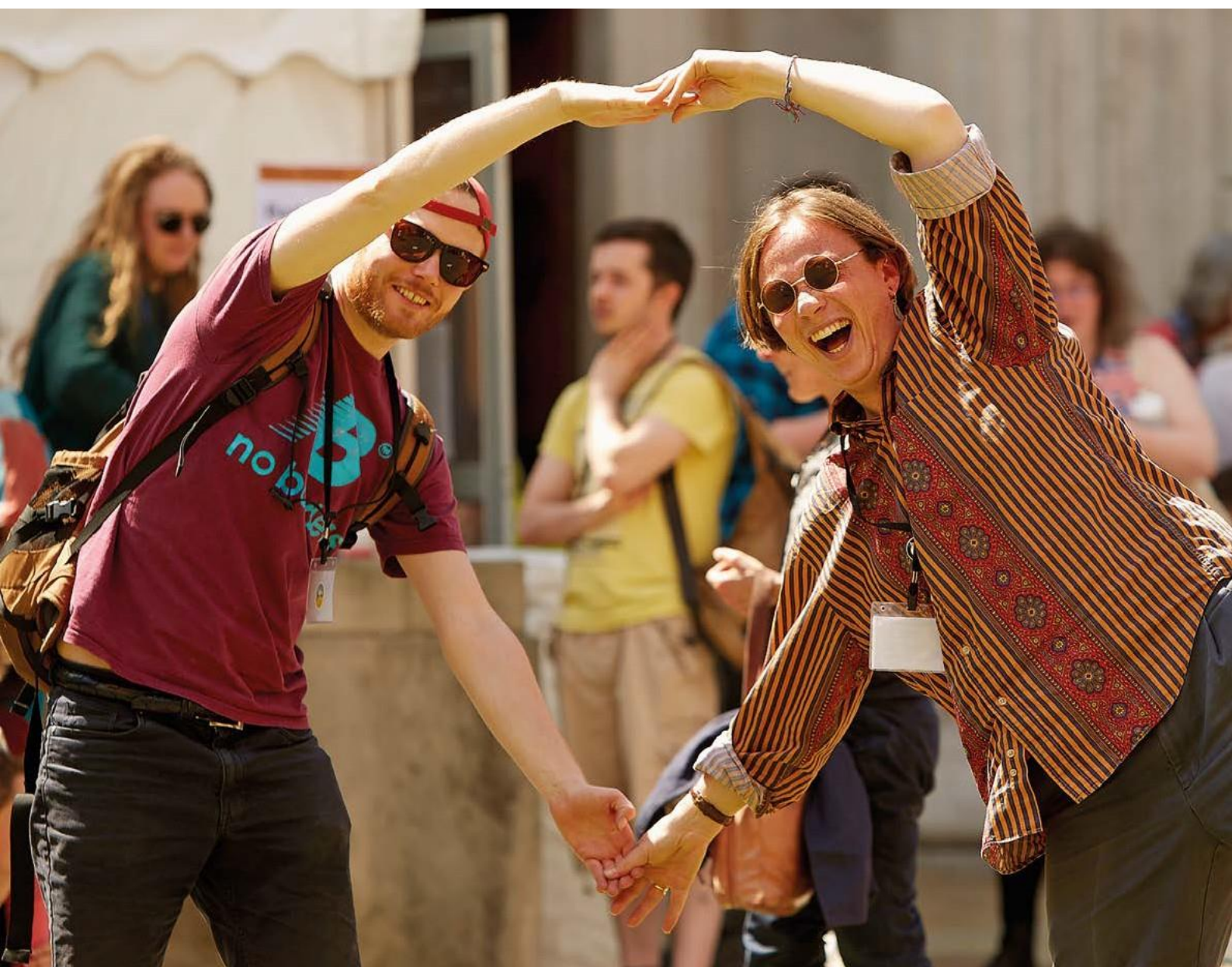


Quakers in  
Britain



# Application Pack

Peace lead



# Introduction



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

Quakers have been working for peace for over 350 years.

Quakers see peace as more than opposition to war and physical violence. It is a comprehensive approach to living in the world, which includes handling conflict in nonviolent ways and ensuring we avoid ways of living which damage the earth or sow the seeds for future violence. We believe that violence and the injustices that give rise to it are not inevitable but the consequences of human decisions and structures. This also means that human actions can change the world for the better.

At a time of global instability, this work is more important than ever. Our peace lead plays a vital role in developing effective Quaker work to help build a world where war is less likely.

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 of people share those values and support that work as we seek to increase our impact.

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

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.

Regards,

**Suzanne Ismail**

Head of Campaigns, Advocacy & Faith in Action.

---

If you would like an informal chat about the role before applying please email [suzannei@quaker.org.uk](mailto:suzannei@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/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. Responsibility for the charity lies with the fifteen Trustees of Britain Yearly Meeting, appointed from among the Quaker community. We are based at Friends House (opposite Euston station in central London), which houses our central offices accommodating 150 staff.

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:

- Quaker Life supports Quaker meetings in their life and worship, oversees Quaker outreach, provides training, and organizes events for children & 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 Communication & Services 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, including our ethical investment portfolio and properties.

Our wholly-owned trading subsidiary, Quiet Company, operates Friends House as a major conference venue and runs the building facilities. The company also runs Swarthmoor Hall, a historic house with accommodation in Ulverston, Cumbria ([www.swarthmoorhall.co.uk](http://www.swarthmoorhall.co.uk)).

You can read more about the governance structures of the Quaker organisation in Britain here [www.quaker.org.uk/structure](http://www.quaker.org.uk/structure).



# Our values



## Our Values

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

Quakers 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 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: [www.quaker.org.uk/our-work/podcast](http://www.quaker.org.uk/our-work/podcast).



# Working for Britain Yearly Meeting



Britain Yearly Meeting is a national charity employing around 200 people. Its purpose is to work for, with and on behalf of Quakers in Britain.

## About our organisation

Quakers is the name often 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 20,000 Quakers. We have 500 local Quaker Meetings, grouped into 72 'area meeting' charities. All these charities are affiliated to Britain Yearly Meeting (BYM).

Britain Yearly Meeting (BYM) 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 avoid unjustifiable and unlawful discrimination in our employment practices
- We 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](http://www.quaker.org.uk).
- By reading **Advices** 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](http://www.quaker.org.uk/more-information).

# About the team



## Quaker Peace & Social Witness

The role is part of a small campaigns, advocacy & faith in action team within our Quaker Peace & Social Witness (QPSW) department.

QPSW's work is guided by our recently adopted [2021-2025 strategy](#)

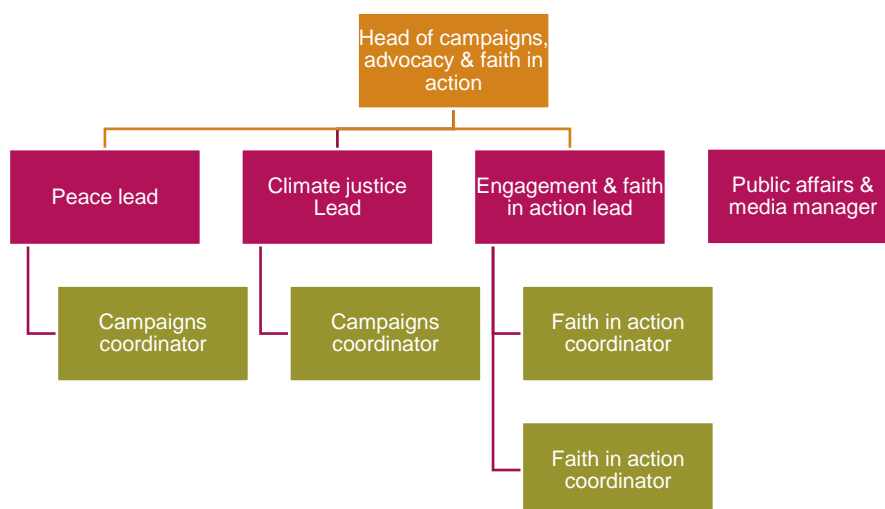
Our work is both local and global. In Britain we promote peace education, support action for climate justice and campaign for non-militarised approaches to security. Overseas we support peacebuilders in East Africa and work for a just end to the military occupation of Palestine. We seek to fill the gaps, 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.

## Organisation chart



# About this post



As the main organisational policy specialist on peace issues the peace lead plays a key role in shaping our peace campaigning and advocacy work.

You will draw on your own expertise as well as longstanding Quaker discernment and experience to ensure that Quakers continue to act and speak out effectively on peace issues. Our recent campaigning work has included calling for an end to nuclear weapons, a reduction in military spending budgets as well as the need for greater investment in peacebuilding and non-militarised forms of security.

The post holder will have a rich body of work to build on, managing a small number of existing projects (such as our 'citizen diplomacy' initiative) and contributing to wider peace networks.

However an early priority will be to carry out a review of our peace campaigning & advocacy work with a view to adapting this in line with our new strategy and changing world events.

Over the last few decades QPSW's peace advocacy and campaigns work has focussed on stopping violent conflict and its drivers and promoting non-military means of building peace and security. QPSW Central Committee has asked staff to take a fresh look at the work; both to consider peace more broadly and to ask whether there is scope to incorporate learning from other practical and positive peacebuilding projects when setting our advocacy priorities.

The post holder will be expected to consult widely within the Quaker and peace communities as part of the review. They will be expected to bring

conclusions and recommendations to QPSW Central Committee within approximately 6 months of starting in post.

In addition to these subject-specific elements, the role has shared responsibility for managing our campaigns, advocacy and faith in action team. The latter involves working with our climate justice lead, engagement & faith in action lead and public affairs & media manager to build connections between our key work themes of climate justice and peace. Together you will make recommendations to our governance committees about policy and priorities. You will work together to develop an effective work programme and allocate staffing capacity accordingly.

You will line manage one of our two campaigns coordinators, both of whom work flexibly across our priority issues according to need. You will support them to develop in their role, creating creative and accessible ways for Quakers to engage in our priority campaigns. As such this role will suit someone who is passionate about and able to join the dots between a range of peace and social justice issues and is excited by the possibilities this brings.

We do much of our work through coalitions, so as well as working with the Quaker community, this role will give the post holder the opportunity to work with and contribute to a wide range of partners and networks in order to strengthen social change movements and maximize collective impact.

# Job description



## 1. Job purpose

The role responds to Britain Yearly Meeting's strategic priority to 'Influence currently dominant economic, political and social systems to establish and maintain a more peaceful and sustainable world'. More specifically the role will:

- Ensure that Quakers in Britain are able to play an effective role in key peace movements and policy developments
- Connect peace advocacy and campaigning with issues of social and climate justice
- Promote a deeper understanding of the Quaker peace testimony and the potential for peace witness among both Quakers and the wider community.
- Jointly manage the overall development of BYM advocacy, campaigning and faith in action work

## 2. Key accountabilities and main tasks

- Manage and deliver an evolving work programme, including strategic oversight, project planning & development, monitoring and reporting.
- Undertake a comprehensive mapping exercise and needs/ opportunities analysis with practitioners, organisations and movements, to identify key issues and strategies for Quaker peace advocacy and campaigns.
- Co-manage and guide the work of the wider campaigning, advocacy and faith in action team, helping to develop priorities and ensuring a joined-up work programme.
- Stay abreast of relevant developments in the external political and social context and within the Quaker community and adapt the work where appropriate.
- Contribute to periodic contextual and needs analyses, working with Quakers and colleagues to determine how Quakers in Britain can play an effective role in peace, social justice and climate movements, and in connecting these issues.
- Work with colleagues to develop creative advocacy work or campaigns, including:
  - engaging in key external coalitions
  - advising BYM and Quakers on how and when to 'speak out' on an issue
  - engaging with elected representatives and other influencers
  - ensuring that organisational responses are distinctively Quaker and reflect appropriate decision making processes
- Produce communications content and resources as needed, including for newsletters, blogs, video, web, BYM statements and press releases.
- 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.
- Develop and nurture strategic projects, partnerships and networks, including with other Quaker agencies and organisations.
- Undertake monitoring and evaluation in line with organisational practices -



contributing to a learning culture in BYM and to fundraising where appropriate.

- Coordinate with the Supporting Quaker Communities team and Woodbrooke learning organisation to ensure that support for Quakers is complementary and to prevent duplication.
- Depending on governance arrangements, support governance committees, helping to organise meetings and providing members with appropriate information, recommendations and advice so that they can guide the work effectively
- Line management responsibility: Guide and support colleagues, potentially including those placed in other peace organisations, to work effectively and to implement an agreed work plan.
- Support organisational engagement with the media, within area of expertise.
- 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.
- Act as a staff link to selected Quaker Recognised bodies.

### 3. Intellectual demands

The post requires:

- Expertise in peace issues, including knowledge of peacebuilding, militarism, disarmament, security, and how peace links to issues of climate and social justice.

- Ability to develop expertise in new areas quickly – according to the needs of the programme.
- Ability to monitor and respond to trends, opportunities and challenges and to apply this knowledge in order to develop new work.
- Flexibility, creativity and innovative thinking based on sound research and analysis.
- Planning, budgeting and monitoring skills, and the ability to write reports on the work which will enable good governance decisions to be taken.
- Ability to communicate complex subjects clearly in order to engage and enthuse a range of different audiences.
- Ability to facilitate conversations and communicate with others on sensitive topics.
- 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'.

### 4. Judgements

This role will have a significant amount of influence in BYM's response to unpredictable world events, but will work within organisational frameworks and line management guidance. Proposals to change the strategic direction of the work, for significant new projects or the development new policy positions will need to be tested with the relevant governance body.

- Ability to identify and propose new work– responding to needs and context within the strategic priorities set by Quaker committees.



- Ability to weigh up competing priorities and make recommendations about the best place to put organisational resource and energy.
- Able to handle controversial or sensitive subjects – as well as those that attract public attention – confidently and safely within the organisation's media protocols.
- Expected to be self-directed and make operational decisions on a daily basis based on programme priorities as well as organisational aims and values.
- Ability to appropriately represent Quakers externally at e.g. other voluntary organisations, faith groups and to advocate organisational positions with policymakers.
- Able to build effective and respectful relationships and to recognise, and respond to, the varied skills, contributions and needs of Quakers and others we work with.
- Self-reliance and the ability to function without administrative support.

## 5. Use of resources

- Responsibility for developing and monitoring project budgets.
- Use programme resources effectively, and in a way that aligns with BYM's values and ethical commitments.

## 6. Communications

### **Internal Communication** – approx. 40%

- Contact will mainly be within the campaigns, advocacy & faith in action team. The post holder will also liaise closely with

communications, public affairs and fundraising colleagues.

- Key relationships include: climate justice lead, engagement & faith in action lead, public affairs and media manager, Scottish parliamentary engagement officer, local development workers, team leader: witness & collaboration, and communications colleagues.

### **External Communication** – approx. 60%

- Governance committees
- Proactive communication with Quakers and Quaker communities both through mass communication channels and one-to-one contact.
- Coalitions and networks
- Other Quaker groups and agencies, and Woodbrooke (the Quaker learning organisation)
- Policymakers

## 7. Physical demands & coordination

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

- Extensive VDU use.
- High levels of sustained concentration to support analysis, effective listening and facilitation.
- Some aspects of the work may involve travelling alone with equipment, preparing workshop spaces by moving furniture, etc. This can be mitigated through reasonable adjustments if necessary.

## 8. Working conditions and emotional demands



- The role can be based at Friends House in London, Quakers in Britain Yorkshire Centre in Leeds or from home if the post holder lives outside of London. (subject to a suitable work location being agreed with Britain Yearly Meeting).
- If based at another location, regular travel to London (approximately once every 2 weeks) should be expected. This may require overnight stays.
- Core working days are Tuesdays and Thursdays. This is necessary to support cross organisational and team coordination.
- It will sometimes be necessary to work away from home, mainly in the UK but possibly overseas. It will also be necessary to undertake some work outside of normal office hours. Up to 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
- Occasional travelling and weekend working is required.
- 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.

## **Other responsibilities**

- To undertake duties and responsibilities commensurate with the post



## Essential knowledge

- Knowledge of and sympathy with Quaker values and approaches to peace advocacy and campaigning
- Substantial knowledge of peace issues, which might include the military and militarism, disarmament, and different approaches to peacebuilding
- Knowledge of a range of different techniques and strategies needed to bring about social change.

## Essential experience

- Experience of carrying out relevant activism, campaigning or advocacy for social change.
- Experience of designing and delivering projects that support grassroots campaigners and/or community groups to contribute effectively to social change
- Experience of carrying out relevant research and policy analysis
- Experience of designing and delivering effective advocacy strategies and successfully advocating for progressive policy change on peace issues

## Essential skills

- Proven skills in strategically guiding a complex work programme, including designing, delivering and monitoring projects without close supervision
- Excellent oral and written communication skills. The ability to present complex information in a clear and engaging way according to audience need

- 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
- Line management experience, or equivalent coaching or supervisory experience
- Good general IT skills using the standard Office package, electronic supporter mailing software and contact databases (or willingness and ability to learn)

## Desirables

- An understanding of Quaker structure and processes
- Experience of working with faith communities
- Developing and facilitating workshops and delivering talks
- Experience of working with and supporting a volunteer governance committee
- Experience of monitoring and evaluation of social change work



# Salary & benefits



## Salary

£34,470 (£43,088 pro rata) per annum – London

£29,300 (£36,625 pro rata) per annum – Regional

## Location

Based at our offices in Leeds (LS2) or London (NW1), or at home if you live outside London. London-based staff can work at home some of the time by agreement.

## Hours of work

28 hours per week, to include Tuesdays and Thursdays (departmental core days).

## Flexible working options

When the role is London-office based, we are open to discussions about flexible working patterns such as working from home or 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 at our London site 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.

## 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. Once you have 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.

# How to apply



Apply on line at [www.quaker.org.uk/jobs](http://www.quaker.org.uk/jobs).

Please ensure that your application addresses each element of the person specification.

The closing date for applications is:

**26 September 2022 (5pm)**

The principles of equality and diversity are important to Quakers in Britain in all aspects of its work. We encourage you to fill in our diversity monitoring form when applying. 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 the organisation comes in to contact with.

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

Interviews will be conducted in London on 12 October 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.

