

Quakers in
Britain



Application Pack

Archivist





Libby Adams

Head of Library and Archives

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.

The Archivist will play a key role in ensuring effective archives and records management in Quakers in Britain, supporting the development of a co-ordinated approach to collections management and access.

We are at a crucial point in the development of an improved digital approach, in both records management, and in enabling access and discoverability, and the Archivist will support this.

They will carry out review and appraisal of legacy backlogs of archives awaiting appraisal and cataloguing, supporting the development of an effective forward plan and fundraising strategy.

Working as part of a small team, they will also support access and engagement

activities, helping to support the wider work of Quakers in Britain.

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.

Regards,

Libby Adams

Head of Library and Archives

If you would like an informal chat about the role before applying please email Libby Adams at libbya@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.
- **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 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 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.

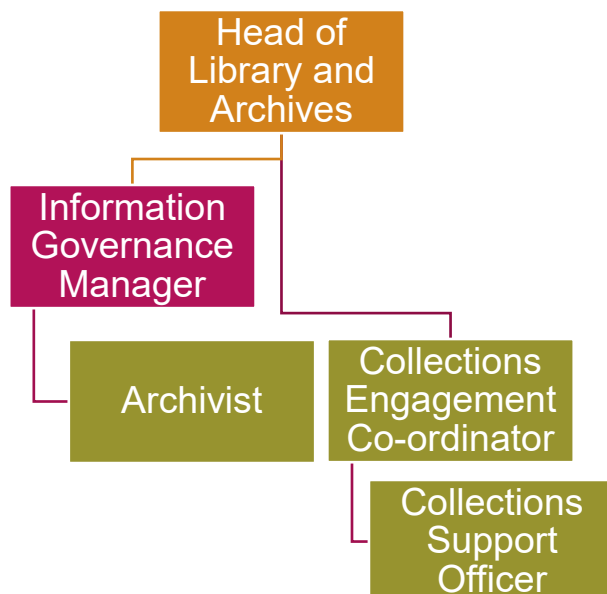
About the team



Collections and Records Management

The Collections and Records Management team is part of the Quaker Church Affairs department. The objectives of the department are:

- Stewardship of the story of Quakers in Britain, supporting a shared identity for our national Quaker community
- Enabling Quakers to gather and meet in inclusive, safe environments
- Supporting Quakers to explore and develop emerging concerns together, including becoming an inclusive and diverse church
- Supporting an effective, inclusive governance committee structure which is fit for the future



Job description

Job purpose:

The Archivist contributes to ensuring effective archives and records management in Quakers in Britain (QiB) and supports the development of a co-ordinated approach to collections management and access. They carry out work to support collections development, management, discoverability and access, in relation to archives, and will support the development and maintenance of effective records management and digital preservation, as part of a wider digital strategy.

Key accountabilities

- Hold responsibility for the day-to-day operational work of managing the archives at QiB, including acquisition, cataloguing and collections care, working collaboratively with colleagues to ensure a co-ordinated approach to collections management and access and ensuring that ongoing collections management aligns with agreed priorities and with current professional and sector standards.
- Provide support for records management and information governance at QiB, working collaboratively with colleagues, including in IT and Governance, to ensure the development and operation of appropriate infrastructure, policies and procedures for the creation, capture, and preservation of born-digital records and archives.
- Support the development of relevant policies, procedures and plans relating to collections management, and records and information management, ensuring that they reflect good professional practice.
- Contribute to effective forward planning through collections review and scoping legacy backlogs of appraisal, cataloguing and collections care, ensuring effective accountability and prioritisation.
- Contribute to the development of a fundraising strategy, with the aim of enabling the delivery of priority work





identified through the planning process.

- Support the delivery of collections access and engagement activities, including, but not limited to supervised access to the collections for research, exhibitions and displays, talks, and school and group visits, with the aim of ensuring access and discoverability of the archives.
- Provide support and advice to the national Quaker community in Britain, including local and area meetings and Quaker Recognised Bodies, to ensure that they are able to manage their records appropriately.
- Work collaboratively with other Quaker organisations in Britain and around the world, to support the development of a co-ordinated approach to managing the archives of the worldwide Quaker community, ensuring that collections development remains in line with QiB priorities.

Intellectual demands

This role requires the ability to:

- Develop an in-depth knowledge of Quaker faith, work and recordkeeping.
- Act as a source of professional advice for Quakers in Britain on matters relating to archives and information management, within the context of relevant legislation including relating to charity governance, data protection and copyright.
- Work collaboratively as part of a team to support the development of a co-ordinated approach to information governance and collections management.
- Take a holistic approach to collections management, being able to step back and analyse the collections at scale, while also maintaining good attention to detail.

Judgements

This role will require an ability to support effective risk management, and to take responsibility for decision-making within an area of organisational risk, within delegated parameters, and judging when to refer a decision to a senior colleague.

Use of resources

There will be no budget management responsibilities, although the postholder will be responsible for expenditure within delegated levels. The postholder will supervise volunteers, and might manage project staff from time to time.

Communications

Internal: 50%

- Colleagues in all departments in Quakers in Britain, particularly in the Quaker Church Affairs department, IT, and Communications and Fundraising.
- Commercial colleagues in Quakers in Britain, at Friends House in London, and at Swarthmoor Hall in Cumbria.

External: 50%

- Donors and owners of archives held in the collections.
- Collections users, audiences and stakeholders.
- Members of local and area Quaker meetings in Britain, Quaker Recognised Bodies, and other parts of the national Quaker community in Britain.
- Colleagues in other galleries, libraries, archives and museums, including Quaker libraries around the world

Physical Demands & Coordination

The postholder will need to be able to practice good manual handling.



Working Conditions and Emotional Demands

This role is site-based in Friends House, London, and is not suitable for home working. Office-based staff can work some of the time at home by agreement. There will be occasional working in evenings and at weekends, for which TOIL would be taken.

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

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

Person specification

Essential Knowledge

- A good understanding of Quaker values and their relevance in the workplace.
- A good understanding of, and ability to articulate the importance of equality, diversity and inclusion in the workplace.

- An understanding of issues relating to sustainability within archives, libraries and museums.
- Archives and records management theory, practice and relevant national and international standards, including an understanding of digital preservation.
- Copyright and data protection legislation and their application in archives and records management.

Essential Qualifications

Accredited qualification in Archives and Records Management.

Essential Experience

- Experience of working in an archives management role and with archival material, including accessioning, cataloguing, and collections care.
- Experience of accessioning and cataloguing digital archives and supporting digital preservation.
- Experience of using collections management software for archives.
- Experience of planning, delivering or participating in access and engagement activities relating to archives.

Essential Skills

- Good IT skills, including a demonstrable ability to use Microsoft 365/Office, including Word, Excel and Teams, and to learn and use different types of software to support collections management or access, such as collections management systems for archives or Digital Asset Management Systems (DAMS).
- The ability to do research and analyse data as part of their work.
- The ability to take a practical approach to problem-solving, to be able to reflect on the application of theory to practice and to apply this to their work.
- Good communication and interpersonal skills, including the



ability to build and maintain relationships with partners and engage effectively with stakeholders.

- The ability to work flexibly and responsively as part of a team, working towards shared goals, as well as operating on their own initiative.

Desirables

- Project management knowledge or experience, including experience of fundraising and managing time-limited projects in an archive service.
- Practical experience of records management, especially within Microsoft 365.

Salary & benefits



Salary

£36,842 plus £6500 London Weighting

Location

Based at our office in London (NW1).
London-based staff can work at home some of the time by agreement.

Hours of work

35 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

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

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
- DBS check/international police check/social media presence check, if required for the role

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

The closing date for applications is:

8am, 27 August

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 Libby Adams on **8 September 2026** at Friends House, London.

