

Quakers in
Britain



Application Pack

Collections Development Manager





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 Collections Development Manager will play a key role in the development of the Library of the Religious Society of Friends over the next two years. They will manage the operation of the Library, provide leadership for the team, and contribute to development work aimed at reviewing and enhancing collections development, management and accessibility for the future.

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.

This application pack background contains information about Quakers, the 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.

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,

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

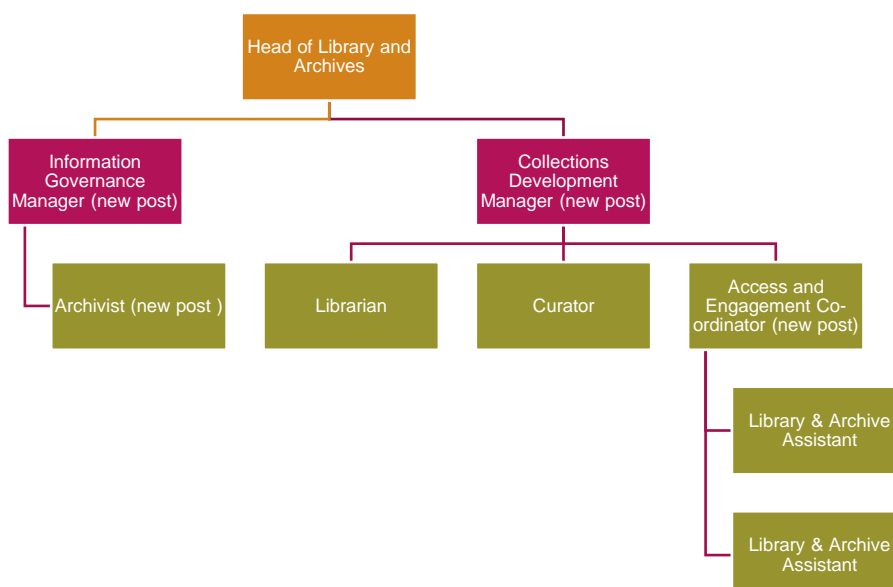


Library, collections management and information governance

The Library, collections management and information governance team is part of Quaker Church Affairs. 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.
- An effective, inclusive governance committee structure which is fit for the future.
- Good governance of the national charity which supports the church.

The Collections Development Manager is one of four new posts in the team, supporting a development plan over the next two years. The aim of this plan is to build and develop the ways in which we manage our collections and make them accessible in the future, making better use of digital tools and focussing on impact for our audiences.



Job purpose

The Collections Development Manager will manage the operation of the Library of the Society of Friends, in Friends House, London. They will take responsibility for implementing the collections development policy in relation to acquisition of published material and the management of serial subscriptions, whilst ensuring that a quality customer-facing service is provided in the reading room, and that effective engagement with user groups and stakeholders is developed and maintained.

In addition, the postholder will support the strategic review and development of collections management in Britain Yearly Meeting, over the next two years. They will develop and deliver a collections development plan, to include collection reviews, in line with the collections development policy, and contribute to a review of our wider collections development approach for the future, in collaboration with colleagues and key partners. The aim of this review is to develop a new integrated approach to collections development, management, and access and engagement, within a wider context of digital transformation in Britain Yearly Meeting, aligned with organisational priorities.

1. Key accountabilities and main tasks

- Take responsibility for ensuring ongoing acquisition and cataloguing of published material for the Library collections, including current serials subscriptions, in line with our collections development policy, and reporting on all collections development as required, to ensure appropriate accountability and support forward planning.
- Manage the operations in the Library, including the reading room service, enquiries, reprographics and reproduction/licensing, and events and group visits.
- Take responsibility for effective management of the library team, ensuring that objectives are set and monitored effectively, with the aim of delivering impact in line with organisational priorities.
- Establish and manage an ongoing, prioritised collections care plan for the printed and published material in the collections, ensuring effective collections care (preventive and interventive work) as part of a wider co-ordinated collections management framework and informing future fundraising and project development.
- Manage the process of establishing a new access and engagement plan, through guiding the work of the Access & Engagement Co-ordinator and ensuring they deliver the intended outcomes, informing the next stage of library development.
- Contribute to the development of a new digital strategy, by managing the implementation of Axiell Collections, ensuring that it is set up currently in line with our needs, and that data is migrated effectively from the current Adlib collections management system.
- Support strategic planning, aimed at developing a new co-ordinated approach to collections management, integrating forward planning for effective space management and collections care with collections development, cataloguing and access.
- Scope and implement a review of the printed and published works in the Library collections (including monographs, journals, pamphlets, and ephemera), with the aim of informing prioritisation and forward planning for dealing with appraisal and cataloguing backlogs, identifying any areas for rationalisation in line with collections development policy, and informing the ongoing development of the collections development policy.



- Work in collaboration with stakeholders and colleagues in the worldwide Quaker community, including other Quaker libraries and yearly meetings, to review the serials and regular publications we subscribe to or collect, with the aim of informing collections development strategy in the future.

Reporting

- The post will report to the Head of Library & Archives

2. Intellectual demands

This role requires the ability to maintain the operation of the Library, while also being able to take a holistic approach to forward planning for collections management and access in Britain Yearly Meeting. The support for strategic planning is a defined element in this role, with the aim of making recommendations for a sustainable approach to collections development in the future.

The postholder will need to be able to:

- Take responsibility on a day-to-day basis for the Library operations, while also scoping and delivering developmental work to support strategic planning, including collections reviews, space planning and cataloguing planning
- Monitor and assess new trends and developments in libraries and special collections and advise on their application in our forward planning
- Engage in partnership working and relationship building, with a wide variety of colleagues and stakeholders, both in the UK and internationally
- Work collaboratively in a supportive management team with the Head of Library and Archives and the Information Governance Manager,

providing leadership for the Library and collections management staff and within the wider Quaker Church Affairs department

3. Judgements

- The postholder will be expected to take responsibility for day-to-day operation of policies and procedures, including decision-making about copyright.
- They will also need to be able to liaise with archives and records management colleagues in relation to managing access to closed records, or implementing closure periods, and occasionally to handle sensitive and confidential material.

4. Use of resources

- The postholder will line manage staff and volunteers working in the Library, as required. They will not have any specific budgetary responsibility, but will be asked to contribute to budget and resource planning, and to sign off expenditure within delegated levels.

5. Communications

Internal:

- Colleagues in the Quaker Church Affairs department, including all those working in collections management and information governance, as well as wider governance matters.
- Colleagues in the Quiet Company, based at Friends House in London, and at Swarthmoor Hall in Cumbria
- Other colleagues in Britain Yearly Meeting as required.

External:

- Library and collections users, audiences and stakeholders
- Colleagues in Britain and around the world in other Quaker libraries, Quaker Recognised Bodies, local



and area meetings, and other yearly meetings.

- Professional colleagues in other libraries in Britain.

6. Working conditions

- The postholder will need to be able to practice good manual handling.
- This role is site-based in Friends House, London, and is not suitable for home or hybrid working. There will be occasional working in evenings and weekends, for which TOIL would be taken.
- Occasional travelling and weekend working may be required.

Other responsibilities

- Responsible for adhering to BYM's employee policies at all times
- Responsible for ensuring that BYM's fundraising activities are in line with the Fundraising Regulator's Code of Conduct.
- To undertake other duties and responsibilities commensurate with the post.



This is list of the attributes that the Collections Development Manager could have. We know that no-one will match up perfectly to the whole list. We are looking for the best mix of skills and experience that fits these needs.

Essential knowledge

- Knowledge about collections management in libraries and special collections, including current trends, developments, and standards, and acquisition, curation, and stewardship of digital material within library collections.
- Copyright legislation relating to libraries and special collections.
- 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.

Essential qualifications

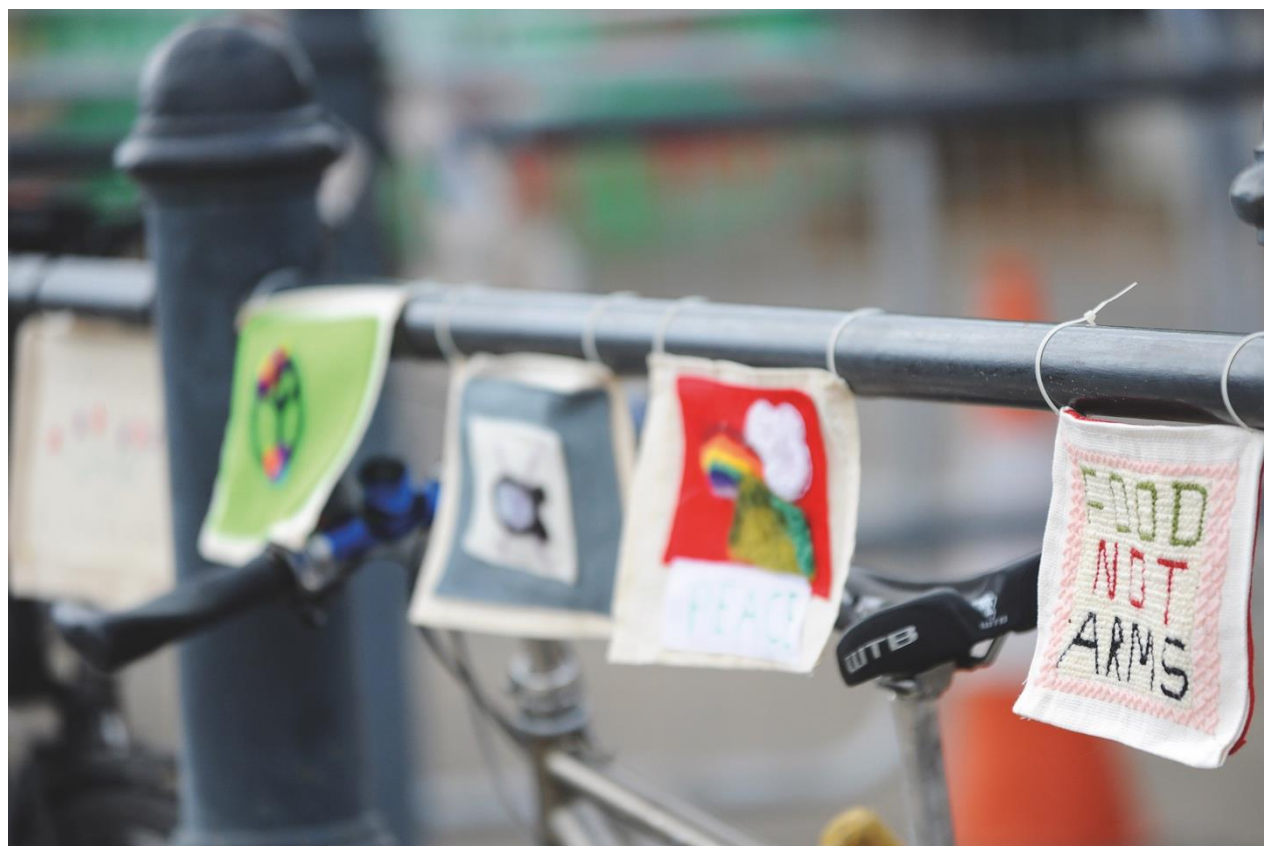
Recognised professional qualification in Library and Information Studies.

Essential experience

- Experience of working in a library and working with published and printed material, including acquisitions, cataloguing, collections care and disposal/deaccessioning
- Experience using collections management software.
- Experience of delivering a service to library users and operating service policies and procedures for access to collections
- Staff management
- Experience of project management, or developing or contributing to the delivery of time-limited projects

Essential skills

- A high level of IT literacy, including a demonstrable ability to use Microsoft 365/Office, including Word, Excel and Teams, and to learn and use specialist software such as collections management software for libraries and Digital Asset Management Systems (DAMS)
- 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.
- The ability to research and analyse information from various sources to inform their work.
- Good organisational skills, taking a methodical approach to their work and attention to detail.
- Problem-solving skills
- A demonstrable ability to undertake strategic planning in collaboration with colleagues, setting realistic objectives, in line with organisational priorities, and evaluating and measuring impact to inform future planning.



Salary & benefits



Salary

£48,715 – London

Location

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

Hours of work

35 hours per week.

Flexible working options

While the role is London-office based, we are open to discussions about flexible working patterns such as occasional 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

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. 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.

How to apply



The principles of equality and diversity are important to Quakers in Britain in all aspects of its work. You do not have to be a Quaker to apply for this post, but we expect you to uphold the values of Quakers.

We strive to be an inclusive employer and welcome applications from people of all educational, racial and socio-economic backgrounds. 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.

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

The closing date for applications is:

9am on 05 June 2024.

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 person at Friends House on 14 June 2024.

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.

