

Quakers in
Britain



Application Pack

Library and Archives Assistant





Katie Williams

Collections Development Manager

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

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

As part of our Library and Archives Team, the Library and Archive Assistant's role underpins the services and access that the Library of the Religious Society of Friends provides. This is an opportunity to contribute to our activities and enquiries, with the aim of ensuring that we reach as many of our audiences as possible.

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,

Katie Williams

Collections Development Manager

If you would like an informal chat about the role before applying, please email Yoshika Kobayashi at yoshikak@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

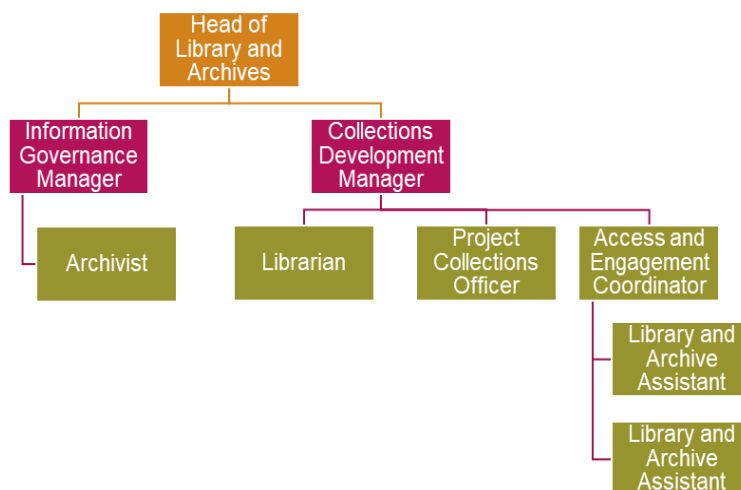


Library, collections management and information governance

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

The role of the Library Assistant is to support the enquiries and collections work in the Library of the Society of Friends and to a wide body of audiences.





Job purpose

The Library & Archives Assistant is responsible for delivering the customer-facing services in the Library of the Society of Friends at Friends House, maintaining a user-focused service, enabling access to the collections in a range of ways and to a wide range of audiences. The Library & Archives Assistant also provides administrative support in the Library and participates in collections management tasks.

1. Key accountabilities and main tasks

- Provide the research service in the library, assisting readers in their research before they visit via phone and email, retrieving collections from the closed storage areas and preparing them for access, and providing invigilation of the Reading Room ensuring all relevant policies and procedures are followed by Library users.
- Managing the reader registration process to maintain a database of registered users and administrative updates, loans etc. Ensure data processing of Library users complies with UK Data Protection legislation.
- Manage enquiries received in the Library, responding to them or passing them to the relevant colleague as appropriate and as directed.
- Undertake remote digitisation orders for researchers or enquirers, in accordance with Library policies and procedures relating to copyright and preservation. This includes liaising with users to provide images for publication and reproduction.
- Deal with library income procedures and relevant administration.
- Undertake environmental monitoring and cleaning duties to ensure collections storage areas are maintained in accordance with industry standards.

- Support the rest of the Library team by undertaking general collections management tasks as required such as repacking collections, weeding collections, basic listing and description of collections.

2. Intellectual demands

The post holder will be the first point of contact for many users of the Library and its collections, and will need to develop in-depth knowledge in a range of areas quite quickly. They will need to provide a courteous welcome to all visitors and ongoing assistance as required, while ensuring that all policies and procedures are adhered to. They will also need to either have or be able to develop knowledge of collections management in a library, archive or museum setting

3. Judgements

The post holder will need to make appropriate decisions under pressure, and to balance those decisions with high standards of customer care. They will need to understand and recognize when to refer a matter to a colleague, particularly in relation to issues such as preservation, or relevant legislation, such as UK Data Protection legislation, and how to manage issues when the relevant colleague is not available.

4. Use of resources

The role involves taking responsibility for the care and security of our unique collections while they are being accessed. There could be some supervision of volunteers from time to time, although there would be no regular responsibility for staff or budgets

5. Communications

Internal: 40%

The post holder will generally be the first contact people will have with the Library and



the post requires extensive internal communication, including

- Responding to requests from colleagues and managers for information from the Library collections
- Supporting colleagues in BYM in using the Library space and its collections
- Liaising with colleagues in the Library on all Library matters.
- Supporting work in other departments by providing content such as digital images from the collections as well as providing research and written content

External: 60%

The post holder will generally be the first contact people will have with the Library and the post requires extensive external communication, including

- All those who wish to use the library and its collections
- Liaising with colleagues at other Quaker repositories such as the American Quaker colleges
- Quaker organisations in the UK including local and area meetings
- Professional organisations and other similar institutions

Person specification



This is list of the attributes that an Access and Engagement Coordinator 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

- 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
- Knowledge about good practice in supporting and enabling access and engagement in libraries, archives or museums
- Copyright legislation relating to libraries, archives and special collections
- A good understanding of equity, diversity and inclusion in the workplace

Essential experience

- Experience of working in a public-facing role in an archive, library or museum service, including responding to enquiries and delivering or supporting access and engagement activities such as events, group visits, etc.
- Experience of writing clear and engaging content for guides, blogs, social media, exhibitions and other similar activities
- Experience of gathering and analysing information about the needs of service users and audiences and using it to inform forward planning

Essential skills

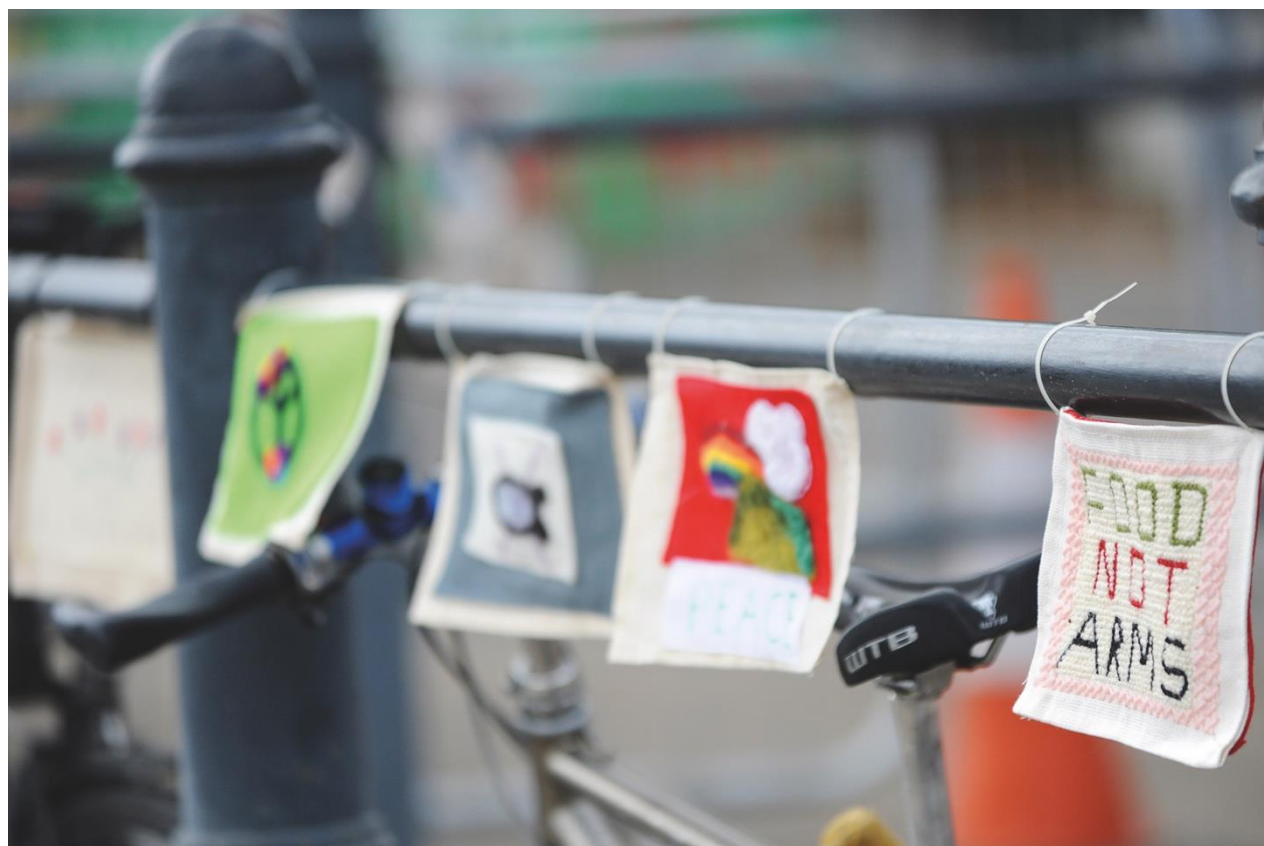
- Good IT skills, including the ability to use Microsoft 365/Office and a demonstrable ability to learn and use

different types of software to support collections management or access, such as 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 do research and analyse data as part of their work
- Good organisational skills, taking a methodical approach to their work and with good attention to detail
- 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

- A demonstrable interest in history
- Relevant qualification in archives, libraries or museum studies
- Project management knowledge or experience, including experience of fundraising and delivering time-limited projects in libraries, archive services or museums



Salary & benefits



Salary

£34,297 per annum

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.

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



Quakers have a faith commitment to equality and encourage and welcome applications for posts from people of all identities and backgrounds. As a result of our recruitment practices, individuals will be selected only based on their relevant skills, experience, qualifications and abilities. We work hard to ensure that a candidate's age, belief, disability, ethnicity, gender, gender reassignment, marital status, nationality, neurodivergence, race, religion, sex, sexual orientation or social class will not be a barrier to working for Quakers in Britain. As a Quaker organisation we expect all applicants and employees to uphold our values. We aim to operate an equitable and user-friendly application process for all candidates. If you need any reasonable adjustments during the application process, please contact our People Team.

Quakers in Britain is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share and uphold this commitment. Our recruitment and selection process reflects our commitment to safeguarding, and the suitability of all candidates will be assessed during recruitment in line with our Safer Recruitment guidelines. Successful candidates will be subject to pre-employment checks in line with these guidelines.

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

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

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

The closing date for applications is:

9am on Thursday 27 March 2025.

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 Monday 7 April 2025.