



# Application Pack

Trusts and Foundations  
Fundraising Officer







## Contents

3	Introduction
4	About us
5	About the team
7	Our values
8	Organisation chart
9	About this post
10	About this post
11	Person specification
12	Working for Britain Yearly Meeting
13	Salary & benefits
14	How to apply

# Introduction



**David Loxton, Head of Communications and Fundraising at Britain Yearly Meeting (Quakers)**

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

Our Trustees recently agreed strategic priorities for the next 5-10 years to support the church to reinvigorate Quakerism.

This includes:

- supporting Quaker meetings and other groups to be diverse, to thrive and grow
- working for a sustainable and peaceful world
- simplifying structures and practices in our local and national organisation.

Fundraising will play a crucial role in the charity's ongoing financial sustainability, and we are recruiting a brand new fundraising team to deliver this goal. This is an exciting opportunity to join that team, building and delivering this new phase of our development.

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. We seek to fill the gaps, to work where help is most needed, alone or with others – wherever we will have the greatest impact.

If you want to join a new fundraising team and to contribute to the work of the Quakers, 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.

Kind Regards,

David Loxton  
Head of Communications and Fundraising

# About us



## 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)

# About the team



## Quaker Fundraising

The new fundraising team is part of Quaker Communications & Services. The objectives of the department are:

- Bring Quaker values to the world
- Show how Quakers are active and relevant
- Increase the number of Quakers
- Engage Quakers in centrally-managed work
- Help Quaker meetings to thrive
- Secure funding for Quaker work

Trustees have agreed strategic priorities for the next 5-10 years and fundraising will play a crucial role in the charity's ongoing financial sustainability.

The department works closely with other parts of the organisation. Strategic responsibility for fundraising is held by the Head of Finance and Resources. A Trustees' Giving and Fundraising Development Group will act as advocate and champion for giving and fundraising to BYM, providing contacts and advising staff on effective messaging in relation to giving and fundraising for Britain Yearly Meeting's central purposes.





Make peace  
a way of  
LIFE

POWER from renewables



not rifles



NO



WAR

IMAGINE  
A WAR FREE  
WORLD

QUAKERS  
FOR PEACE  
& AGAINST THE  
ARMS TRADE

Love

# 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

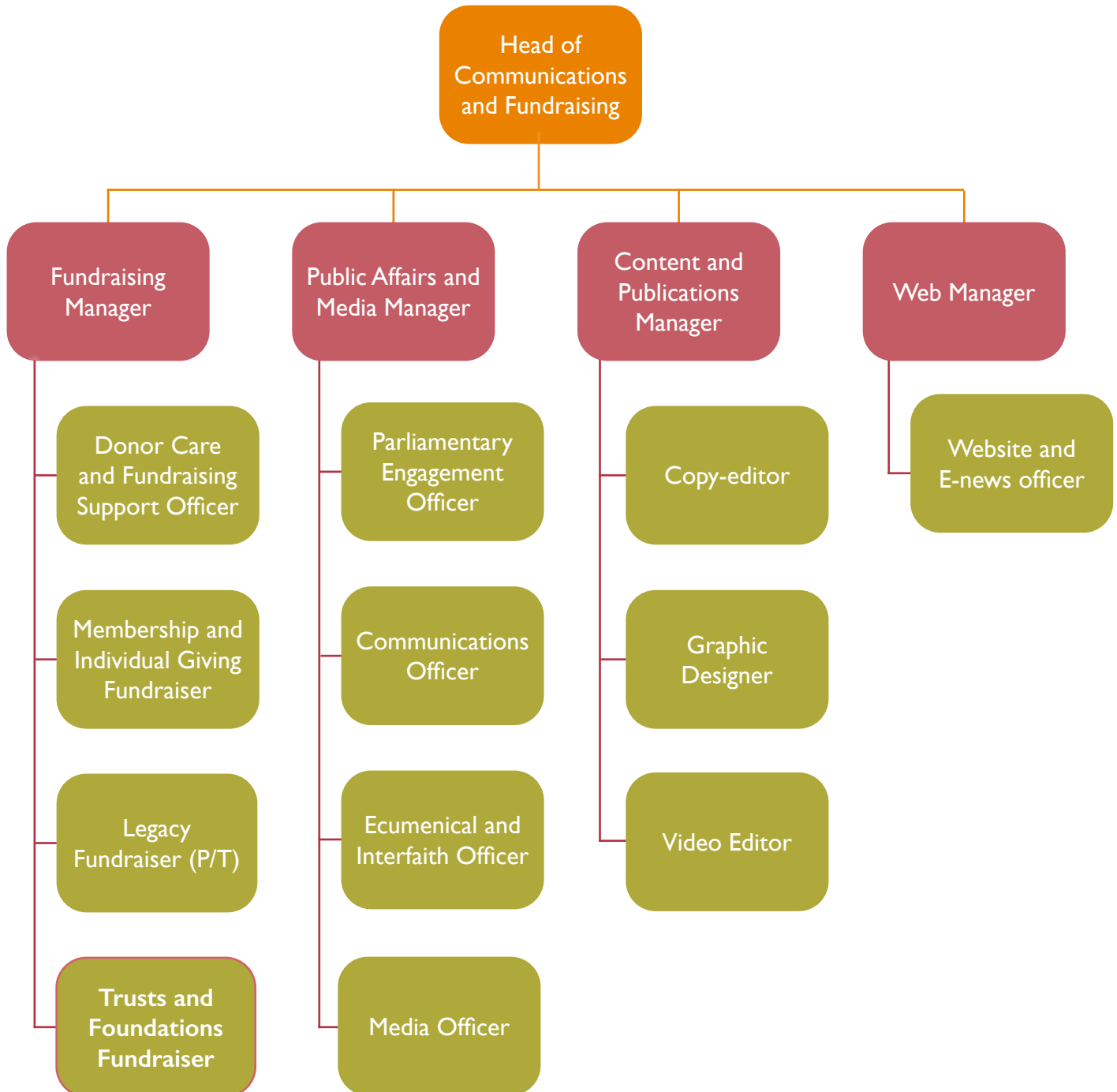
Quakers try to live according to the deepest truth we know, and we connect most deeply to this in the stillness of worship. This means speaking the truth at all times, including to people in positions of power. As we are guided by integrity, so we expect to see it in public life.

### 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)

# Organisation chart





# About this post



## Job purpose

Working under the direction of the Fundraising Manager, the role of the Trusts and Foundations Fundraising Officer is to generate income from trusts, foundations and similar institutional funders in support of work undertaken by Quakers in Britain. Training, coaching and mentoring will be provided for the successful candidate.

### 1. Key accountabilities and main tasks

- Support the Fundraising Manager in communicating with staff & trustees at grant making trusts to ensure that we are cultivating our relationship with and stewarding these funders.
- Carry out research to identify new trust funders, evaluate whether these are a good match for our work and collate this information on the database in an easily accessible way.
- Under the guidance of the Fundraising Manager, develop Case for Support documents for all aspects of our work, working in close collaboration with the staff who deliver the work to 'draw out' key unique aspects of their work.
- Work with staff and funders to ensure all grant requirements are met and reports delivered
- Ensure all relevant information is recorded on the database (including scanning in and uploading applications, offer letters, email communications, etc.).
- Respond to inquiries from trusts and foundations.
- Keep up with developments in the sector.

## Reporting

- Ensure that appropriate programme evaluation and monitoring data is collected, analysed and regularly shared with line manager as required.
- Ensure that all fundraising activities are carried out in line with the Fundraising Code of Conduct.

## Management of work

- Under the direction of the Fundraising manager, develop a work plan which outlines actions towards achievement of goals.
- Manage the delivery of areas of responsibility within agreed budgets and time-scales.
- Work collaboratively with other departments as appropriate.

### 2. Intellectual demands

- Maintain a good understanding of Quaker faith and work with particular reference to how Quakers and Quaker bodies are likely to wish to see their money used.
- Keep abreast of professional and other developments in the voluntary/non-governmental sector – in particular relating to trusts fundraising.
- Apply Quaker values to all areas of the work.
- The ability to plan and manage projects, manage own time and meet deadlines.
- The capacity to quickly grasp concepts such as eligibility criteria for grants, explain them to others, and advise on how we can meet them.
- Very good written and spoken communications – conveying information clearly, concisely and appropriately to the audience concerned.
- A high attention to detail.
- Numeracy and ability to understand financial information (e.g. accounts, budgets).

## About this post



### 3. Judgements

- Deciding on appropriate reference to line manager; ensuring that they have access to clear and accurate information to enable effective decision-making.
- The role demands an ability to research the facts and analyse them dispassionately.
- The post requires the ability to communicate persuasively and convincingly.
- Discerning which projects and/or information are most likely to engage a particular funding organisation and whether these meets their criteria – giving our applications the best chance of success.

### 4. Use of resources

- Be accountable for the effective use of resources to achieve the agreed objectives.

### 5. Communications

**Internal:** 50% (Paid staff)

- Programme Staff, Finance Department staff, Communications, Programme Managers

**External:** 50% (Non paid staff)

- Grant making trusts, foundations, and similar institutions

### 6. Physical demands and coordination

The post makes no unusual physical demands.

### 7. Working conditions and emotional demands

- Occasional travelling and weekend working is required.
- For the most part, however, working conditions and emotional demands are within the normal range.

# Person specification



## Other responsibilities

- Responsible for ensuring that BYM's Equalities Policy is adhered to
- 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 BYM's Data Protection Policies are adhered to at all times
- Responsible for ensuring that BYM's Safeguarding Policy is adhered to at all times
- To undertake duties and responsibilities commensurate with the post.

## Essential knowledge

- Knowledge of fundraising regulation and best practice
- Knowledge of computerised database systems, MS Word and Excel.

## Essential qualifications

- Educated to A Level/BTEC Level 3 or equivalent

## Essential experience

- Experience of working in the not-for-profit sector in a paid or volunteer role.
- Experience of carrying out research in either an education context or work context.
- Experience of working in a team to deliver activities and team goals.

## Essential skills

- Excellent inter-personal and influencing skills.
- The sensitivity to respond appropriately to a range of audiences.
- The ability to communicate effectively and concisely, both in writing and orally.
- The ability to work collaboratively as part of a team.
- The ability to manage often conflicting demands within tight time-frames and finite budgets.
- Computer literacy

## Desirables

- Knowledge of the Quaker community and the work of Quakers in Britain.





# 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.

## About Quakers

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 *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](http://www.quaker.org.uk/more-information).

# Salary & benefits



## Salary

£29,166 – London

£24,792 – 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

35 hours per week. There is some flexibility over the daily start and finish times.

## Flexible working options

While 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 and restaurant

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 Programme

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



Please visit [www.quaker.org.uk/jobs](http://www.quaker.org.uk/jobs) for the application form.

The closing date for applications is:  
**5pm on 16 May 2022.**

The principles of equality and diversity are important to Quakers in Britain in all aspects of its work. The information you provide will help them to monitor and refine their employment practice and respond to the needs of the diverse range of people that the organisation comes in to contact with.

All applications will be considered immediately after the closing date.

Interviews will be conducted by David Loxton, Head of Communications and Fundraising, and Beth Follini, Fundraising Manager, on **26 May 2022.**





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

