Dear Applicant

**Local Development Workers (2 posts)**

October 2021:

* Cumberland and the North-East
* Kent, Sussex and Surrey

Thank you for your interest in the above posts. The job information pack contains the following:

* Guidance notes
* Equality & Diversity information
* Information about working for Quakers in Britain

If you would like more information about the posts, or have any questions, please contact Sophie Smith on [sophies@quaker.org.uk](mailto:sophies@quaker.org.uk). You can arrange a phone or video conversation if you wish.

If you would like to apply for this post, please click on the link on the website to complete the online application form. You must ensure that you address all the criteria set out in the person specification for the post. Make sure you give evidence which shows how you meet the criteria, not just telling us that you did it.

The personal information that you have supplied will only be used for recruitment and selection purposes. You should refer to the Privacy Notice on our website, which sets out how BYM will deal with the personal and sensitive data you have provided in your application form and supporting information.

We would be grateful if you could also complete the Equality and Diversity Monitoring Form. The principles of equality and diversity are important to Quakers in Britain in all aspects of its work. 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 our organisation comes in to contact with. The personal data provided will be kept securely by HR and will not be shared with any member of the selection panel.

Please ensure that you complete your application by the closing date. We do not accept CVs as an application for posts, but you can attach your CV to the online application form if you wish.

**Closing date**: Wednesday 3rd November 2021 (9am)

**Interviews:** Week of 15th November 2021 (they will take place by video call, and will include a prepared task and a panel interview).

**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.**

Your application form and supporting details will be kept as legally required for six months in case of a dispute, and thereafter will be destroyed. Thank you for your interest in the post, we look forward to receiving your application.

**Guidance Notes**

**PLEASE READ THESE NOTES BEFORE COMPLETING THE APPLICATION FORM**

These notes have been designed to assist you by providing information about BYM’s recruitment process.

**Preparation**

You should spend some time reviewing your skills, achievements and experience, identifying those that are relevant to the job.

**Making your Application - Job Details**

You should read the job description, person specification, advert and any background information so you know what the job involves. Think about why you are interested working for the Religious Society of Friends (Quakers in Britain), the post and how your knowledge, skills and experience (paid or non-paid) would enable you to be effective in the role.

**Supporting Statement**

You should write a supporting statement setting out the reasons why you think you are suitable for the post. **You must address each item on the person specification.** You should highlight the experience, skills, achievements that you would bring to the post including, those that you have gained through previous employment, voluntary work or any other relevant experience.

**Accuracy of Information**

The information that you provide to the Religious Society of Friends, both on your application form and at interview must be accurate. If we discover that any information provided is inaccurate, an offer of employment may be withdrawn. Where an appointment has been made, we may take disciplinary action up to and including dismissal.

**Data Protection**

You should be aware that information contained in or derived from your application may be retained in both manual and computerised form for the purpose of recruitment administration, the production of depersonalised statistical data relevant to recruitment or equality issues and on appointment, personnel, payroll and pensions administration.

If your application is unsuccessful your application form will be retained for a maximum period of six-months. We will not share your information with any other organisation unless required to do so by law.

**Equality & Diversity**

**QUAKER FAITH & PRACTICE 23.36**

*'At the Centre of Friends’ religious experience is the repeatedly and consistently expressed belief in the fundamental equality of all members of the human race. Our common humanity transcends our differences...We aspire not to say or to do anything or condone any statements or actions which imply lack of respect for the humanity of any person.' (Meeting for Sufferings, 1988)*

The Religious Society of Friends (Quakers) is committed to equality. In order to monitor our commitment to equality we ask applicants for posts to complete our equality monitoring form. The information provided is treated in the strictest confidence and is detached prior to shortlisting. The forms are retained by HR and the panel do not have sight of them.

**Appointment Process**

After the closing date has passed, the recruiting manager and the interview panel will shortlist applicants who have demonstrated that they meet the essential criteria set out in the person specification. Only candidates shortlisted are invited for interview. **If you do not hear from us within two weeks of the closing date, your application has been unsuccessful.**

Normally applications received after the closing date are not considered

**Interview**

If you are shortlisted for interview, you will be invited to a selection process. A panel of two or more, including the recruiting manager conducts all interviews. If there are any special arrangements associated with the selection process e.g. tests or presentations, you will be informed accordingly.

**Disability**

If you are an applicant with a disability and have any specific needs, adjustments that you would like us to make or queries please contact HR on 020 7663 1111/1110.

**Interview Outcome**

If you are invited to attend an interview/and or selection process you will be informed either verbally or in writing of the outcome. The successful candidate will have the decision confirmed in writing as an offer of employment. Unsuccessful candidates will be offered the opportunity for feedback.

**References**

When completing your application, you are asked to provide us with the details of three referees, one of which must be from your most recent employer. If you are a student, one of your referees should be from a tutor. We only contact referees with your permission after an offer of employment has been made.

All offers of employment are conditional upon the receipt of references that are satisfactory to BYM, verification of right to work in the UK, medical health clearance, and where applicable, verification of qualifications and Disclosure and Barring Service.

**Right to Work in the UK**

Under Immigration Act 2014, employers must ensure that any prospective employee is legally entitled to live and work in the UK. If you are offered employment by the Religious Society of Friends (Quakers) you will be required to produce an official document confirming that you are entitled to live and work in the UK, e.g. passport; full birth certificate and official document confirming your name and national insurance number; or a passport/travel document/letter from the Home Office.

**Queries**

If you require further information or wish to raise any matters with regard the appointment process, please contact HR on 020 7663 1111/1110.

**Complaints**

Applicants for posts within the Religious Society of Friends (Quakers) have the right to complain if they feel they have been unfairly treated or discriminated against during the recruitment process. If you feel that this is the case you should contact Ric Moore, Head of HR & Training, on 020 7663 1111 (direct line) or by email: [ricm@quaker.org.uk](mailto:ricm@quaker.org.uk)

**Working for Quakers in Britain**

**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.

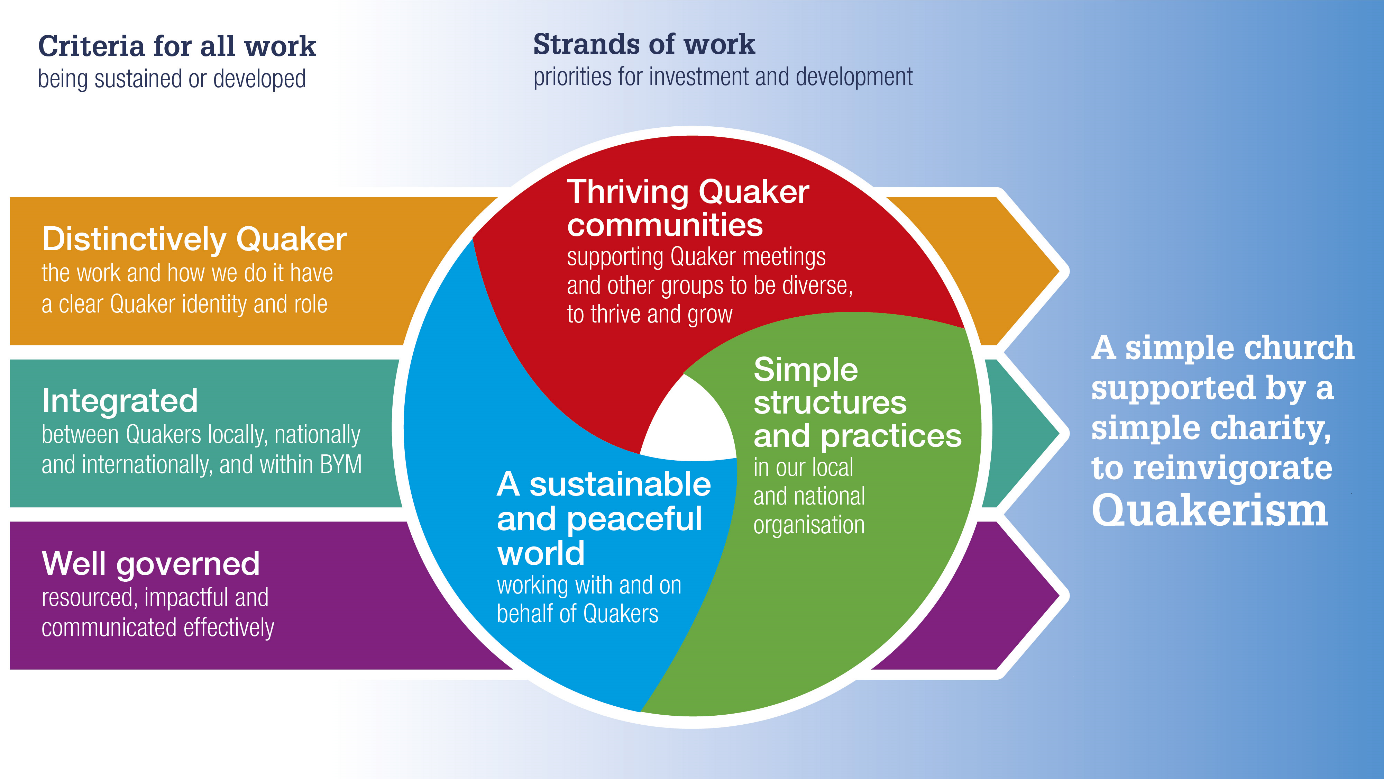
All Quakers in Britain are invited to come together at Yearly Meeting (the annual sessions of Britain Yearly Meeting), which meets to explore, through worship, the issues of concern to British Quakers, and to guide the work of the national charity.

We are a registered charity with an annual turnover of around £12m, and assets of over £77m. Responsibility for the charity lies with the fifteen Trustees of Britain Yearly Meeting, appointed from among the Quaker community.

BYM has around 150 staff, many based at Friends House in Euston, with an increasing number working nearer their homes across the country. We are expanding our team of local development workers who work with groups of Quaker communities across Britain.

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:

1. Quaker Life supports Quaker meetings in their life and worship, oversees Quaker outreach, provides training, organises events for children & young people and runs the Library of the Society of Friends.
2. Quaker Peace & Social Witness works on behalf of Quakers in the areas of peace, economic justice, sustainability and criminal justice, through campaigning, training, placements, community empowerment and by supporting Quakers in local meetings with their activities and concerns.
3. Quaker Communication & Services works to promote public awareness of Quakerism, provides advocacy, media, web and publications services to the organisation, and oversees fundraising from Quakers, Quaker meetings and trusts. It also provides a secretariat for the Quaker governance structures.
4. Quaker Finance & Property oversees the budget and finances of BYM, including our ethical investment portfolio, various properties and legacies.
5. Our wholly-owned trading subsidiary, The Quiet Company, operates Friends House as a major conference venue and runs the building facilities. This includes our main 1000-seat auditorium, The Light (see [www.friendshouse.org.uk](http://www.friendshouse.org.uk) and [www.thelightateuston.org.uk](http://www.thelightateuston.org.uk) for more information). The Quiet Company also runs Swarthmoor Hall, a historic house with accommodation in Ulverston, Cumbria (www.swarthmoorhall.co.uk).
6. You can read more about the governance structures of the Quaker organisation in Britain here [www.quaker.org.uk/documents/quakers-in-britain---a-short-guide-to-our-structures](http://www.quaker.org.uk/documents/quakers-in-britain---a-short-guide-to-our-structures).

## About Local Development Work

Local Development work is part of a move in Quakers in Britain to bring support closer to meetings and other Quaker communities. It is a partnership with Woodbrooke, the Quaker learning and research organisation. Quakers in Britain are committed to placing local development workers within reach of every Quaker community in Britain by summer 2022. The upporting Quaker Communities Team (Quaker Life) is the main way in which the joint BYM/Woodbrooke integrated strategy for supporting Quaker communities is delivered.

Six local development workers are currently in post, three of whom have been there since 2016, as part of the Vibrancy in Meetings Pilot Programme. The Kent, Sussex and Surrey post is taking forward 5 years work by the previous post holder. The Cumberland and North East post has had some preparatory local development work done for about a year by a colleague. We will be recruiting six more workers by summer 2022. There is more information about the Vibrancy Programme, Local Development Work, and supporting Quaker communities, on the [Britain Yearly Meeting website](https://www.quaker.org.uk/our-organisation/support-for-meetings/meeting-centred-support).

Please indicate on your application form which post you are applying for. (You may apply for more than one).

## Our Values

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

We 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 is not always easy to live this way, but as Quakers, we try to 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](https://www.quaker.org.uk/our-work/podcast).

# Quakers in Cumberland and the North East



## Northumbria Area Meeting

The Area Meeting spreads across a wide geographical area; we have four local meetings in Northumberland (Allendale, Alnwick, Hexham, and Stocksfield), three in Tyne and Wear (Monkseaton, Newcastle and Sunderland), and one in Durham. We vary in size from large urban meetings with about 150 members, to small original meeting houses with five to 20 members.

We enjoy our life in the spirit, and regulate our affairs with skill. We are not frightened to tackle the issues of buildings that are unfit for purpose, and are able to scrutinise how we spend our money collectively. As with many area meetings with an aging population, we sometimes find it hard to fill roles, but are flexible enough to allow younger members to grow into them.

Our Area Meetings for Worship are hosted by different local meetings and last for most of the day. We have themed activities, and a relatively short business meeting in the afternoon. During the current pandemic some meetings are only meeting virtually, others alternate between virtually, and actually, meeting, and some continue to meet in person.

We are not welcoming any children and their families at present. Newcastle has had regular children’s meetings in the past and most other local meetings are ready and prepared to offer children’s meetings.

As well as meetings we also have the walking group organised by Newcastle meeting, and have annual weekends away for instance at Cober Hill, also occasional trips are organised to Swarthmore Hall and other historic Quaker sites over near Ulverston. The young people enjoy their annual week away, with young friends from other area meetings; this is a great source of fellowship, which holds them in good stead as they become adults and leave home.

Other activities that engage the wider public include:

* The ‘Hexham Debates’ which run every spring over several months are partly organised by Quakers in Tynedale.
* The ‘Friendly Fridays ‘held at Stocksfield meeting, during which the meeting house is open to local people who may be lonely, for fellowship, with tea and cake.

We welcome the opportunity to engage with a local development worker helping us to grow as a community together.

## Teesdale & Cleveland Area Meeting

Our Area Meeting stretches from the Tees Valley to the North East Coast.

Our Local Meetings are:

* Cotherstone, which is furthest west in the Tees valley, northwest of Barnard Castle. It is an older, small meeting house located across a field.
* Darlington, one of the liveliest meetings, is in the centre of the town with a large meeting house and some rooms to let out for a variety of activities. It also has five commercial properties attached, which make demands on Trustees’ energies.
* Great Ayton is near the North Yorkshire Moors, south of Middlesbrough. The meeting house is in the centre of the village and has rooms for people to hire. It was connected to the Quaker school, which closed in 1997.
* Middlesbrough has a large meeting house, to the south of the town, in a residential area with rooms to hire. Its aging membership has suffered recent deaths and worries about its future viability.
* Norton, which is north of Middlesbrough, is an old meeting house situated on the Green and has rooms for hire.
* Osmotherley, an old meeting house on the edge of the North Yorkshire Moors and is hoping to undergo some renovation soon. It is a small, but enthusiastic community.

We have 138 members, 60 attenders and 15 children in total. Darlington is the largest meeting, with 59, and our smallest is Osmotherley with 14.

We have nine area meetings a year with an average attendance of 20 Friends. Recently, these have been held on Zoom, and attendance has risen slightly. We try to include broader activities as well as ‘business’, with some all-day meetings.

We organise a residential weekend away every couple of years, although this was postponed this year.

We do have a mainly aging population and struggle to find people to fill some of the roles. More recently, we have found that group working is less onerous and have a treasurer team and a clerking team for the Area Meeting, and a clerking team for one of our local meetings, which are working well.

## Wensleydale and Swaledale Quaker Area Meeting

We are the smallest area meeting in the country, situated in a most beautiful part of the world. We have three meeting houses, which are owned by a separate Quaker Trust.

Bainbridge and Leyburn meeting houses are used every week for meeting for worship, and Countersett meeting house once a month. In addition, we hire a venue twice a month for meeting for worship in Richmond, which is the largest town in our area meeting.

Our address book lists 63 individuals of which 28 are members, and 35 attenders. With such a small pool of people, we have both simplified business tasks, and try to work as teams where possible.

We plan develop our ‘teamwork’ further, knowing that working together with joy and friendship will breathe vitality into our shared aims, activities, and aspirations. These include an Asylum Seekers Day in the Dales, art and craft events, garden produce fundraising for local food banks, and spirituality sessions, all of which [restrictions allowing] we hope will raise the profile of Quakers in the area meeting.

We link with other faiths through shared prayer events, and through activities like the Lent Study Group. This group originated with the local Catholic church, and is now both led and accommodated by Leyburn Quakers. We try to share the rooms and outside areas at Leyburn Meeting House with many groups and individuals.

We are aware that we are an ageing community spread across a large rural area but this has not stopped us meeting online and planning to develop blended meetings. We would still like to explore how we can actively engage more people, both those who are already ’convinced’ as well as those new to Quakerism.

## Cumberland Area Meeting

Cumberland Area Meeting consists of seven local meetings. We have 152 members and 84 attenders.

* **Quakers have met in Penrith for over three hundred years in what is still the original meeting house.**
* Cockermouth is a historic market town situated on the Northwest edge of the Lake District National Park and the meeting house is in Kirkgate, close to the centre of the town.
* Alston Meeting House, in the town centre, is a small, historic building dating back to 1732. It provides an excellent space where groups can meet and we encourage its use throughout the community.
* There is a well-attended Quaker meeting in Keswick. The meeting house has many rooms and good facilities. It often serves as a venue for Keswick Churches Together, and for many secular activities.
* Mosedale Meeting House is in the hamlet of Mosedale, which nestles at the foot of Carrock Fell at the entrance to the secluded valley of the River Caldew.
* Carlisle Friends have produced a series of ‘Green’ Advices & Queries. The purpose is to both challenge and inspire as well as to provide a means of keeping these issues in focus and maintaining the urgency of the need for action. A concern for the environment and its inhabitants has always been an aspect of Quaker spirituality; we pray that we are led to find ways through which to witness this concern guided by truth, unity and love
* Whitehaven local meeting does not have a meeting house and meets in nearby Egremont twice a month.
* Pardshaw Meeting House is being developed to “progress the vision of Pardshaw Quaker Centre as a resource for Quakers, other groups and the local community, a place for worship, relaxation, learning, fun, creative activities, or short breaks in simple, affordable accommodation, in a historical and peaceful setting."

# Friends in Kent, Sussex and Surrey

(prepared by exiting local development worker,).

This patch consists of five Area Meetings, East Kent (176 Friends) West Kent (156 Friends), Sussex East (348 Friends), Sussex West (429 Friends) and West Weald (262 Friends).

Meetings are often run by faithful Friends who care passionately about providing and maintaining local opportunities for Quaker worship. Small worshipping communities are maintained by loving and deep f/Friendships. Many Friends have known each other for decades and this net of care nurtures and underpins the life of the AM’s.

#### There are some number of local Quaker landmarks in the patch, including:

* William Penn Quaker primary school (state run).
* Blue Idol Meeting House (nearby) – a meeting that William Penn belonged to before founding Pennsylvania. Friends at Blue Idol made a decision to open up their heritage meeting house as part of their decision to undertake expensive renovations and have a lively series of events to share Quakerism and their meeting house.
* Claridge House Quaker retreat centre (also offering b&b) is a really useful resource for the area and the first LDW has used it several times for events. Many Friends are proud of it and their trustees have worked very hard to keep it going. They’ve weathered various challenges and are a strong spiritual presence.
* Horsham Friends are very proud of the history of Quakers in Horsham Prison.

#### Situations of Friends and meetings:

The area is a mix of rural and urban areas and meetings reflect that. There are very affluent areas and areas with significant hardship and deprivation. Of the 34 meetings, the majority are or on or near the coast.

Three of the AM’s in this patch are in Sussex and Surrey Regional Quaker Meeting, along with Surrey & Hampshire Borders AM, which is not currently in the patch. The regional meeting offers valuable opportunities to explore issues as a group.

The largest town is Brighton, and Brighton & Canterbury went into the pandemic as the two properly large meetings. Lewes is probably the next largest.

Most Quaker structures in the region are challenged to find friends for roles, especially trustees. Many meetings have begun exploring working more closely together.

There are a number of Heritage meeting houses in the area, with a strong concentration in West Weald AM, who have five listed meeting houses.

About a quarter of the worship in the region is run as a ‘satellite’ of another meeting.

Some AM’s have no children on the tabular statement and some have a relatively large number. In the year before the pandemic, there’s been thriving children’s work at Dorking, Horsham, Brighton, Chichester and Lewes, and possibly Canterbury.

Across the patch a small group of committed Friends provide chaplaincy, including at: Ford Prison, Lewes Prison, Sheppey Prison, Sussex University, Hospital in Chichester and have sought to provide input in Chichester University.

#### Witness:

There are a number of Friends active and passionate on social issues and action, while many meetings, if not all have long terms charitable causes they are involved with, just a few of the particular focal points in recent years have been:

* Long term protest and vigils at the Fracking site at Balcombe
* Supporting refugee groups in East Kent
* Regular hosting of people experiencing poor mental health and homelessness through food and gardening at Rochester meeting.
* Friends in West Kent took a 5 day peace stall to a WW2 nostalgia fair.
* Many Friends support the DSEI and other protests in London.

These are a few specific examples. All of these areas of witness are shared by a variety of meetings.

#### Pandemic:

All Friends had access to an online Meeting for Worship during the pandemic, many through their Area Meeting. Meetings are emerging in different shapes, but facing similar challenges and enjoying similar advantages to most meetings nationally.

#### Transport:

Areas of the patch can be time consuming to travel between. Road links are not good to all areas of the patch and train services vary. It is important to bear in mind the challenge this presents for Friends, including within AM’s. This can also affedct Local Development Workers, of course. I have found train time useful for preparation and work. In 5 years I have only needed to use my car a handful of times, and I’ve visited every LM and almost all the ‘satellite’ meetings, but this has been made possible by Friends picking me up from stations to visit meetings like Capel and Ditchling. Which they have, with characteristic generosity.