



Application pack

Local Development Worker – Northampton,
Luton & Leighton and Hertfordshire





Contents

3	Introduction
4	About us
5	About the team
7	Our values
8	Organisation chart
9	About this post
11	Person specification
13	Working for Quakers in Britain
14	Salary and benefits
15	How to apply

Introduction



Rachel Matthews, Head of Supporting Quaker Communities at Quakers in Britain

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

Local development work is an exciting opportunity to be involved in the day-to-day life of Quaker communities. Quaker communities hope to be loving places where people find spiritual connection and can contribute to working for a better world for all.

We are looking for people who enjoy working with people; who are curious about spirituality and community; who are encouraging and able to challenge; and who have a passion for making things better in the world.

The work is done independently in the patch. However, the wider Supporting Quaker Communities team is a great support to all its members. We have regular meetings to share our work, explore solutions, get answers to tricky questions, and support one another with both care and humour.

Our network of local development workers gets to know the Quaker communities in their patch. They support them to do tiny things, through to major projects. The work is varied, as are the people and the places.

You will find in this application pack background information about the Quakers, salary and benefits of working for us along with the job description and person specification for the post.

We look forward to reading your application.

Kind regards,

Rachel Matthews

Head of Supporting Quaker Communities

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.

About Quakers in Britain

Quakers in Britain 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 and 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. This annual gathering explores, through worship, issues of concern to British Quakers and guides the work of the national charity.

We are a registered charity with an annual turnover of around £12m. Responsibility for the charity lies with our fifteen trustees, appointed from among the Quaker community. We are based at Friends House (opposite Euston station in central London), which houses our central offices accommodating 130 staff.

You can download our Trustees' Annual Report & Financial Statements at www.quaker.org.uk/annualreport.

The work of Quakers in Britain is carried out by the following departments:

- Quaker Life supports Quaker meetings in their life and worship, oversees Quaker outreach, provides training, and organises events for children and young people.
- Quaker Peace & Social Witness runs programmes supporting peace, sustainability and social justice, through campaigning, training, placements, community empowerment and by supporting Quakers in local activity.
- Quaker Communications & Fundraising raises public awareness of Quakerism, provides advocacy, media, web and publications services to the organisation, and oversees fundraising from Quakers, Quaker meetings and Trusts.
- Quaker Church Affairs works on governance, events, library and archives, including supporting our national church community and holding Yearly Meetings.
- 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).

You can read more about the governance structures of the Quaker organisation in Britain at www.quaker.org.uk/structure.

About the team



Supporting Quaker Communities team, part of the Quaker Life department

Local development workers (LDWs) make up the largest group within the Supporting Quaker Communities team. There will eventually be 15 LDWs working across Britain, from Orkney and Shetland to Guernsey and Jersey.

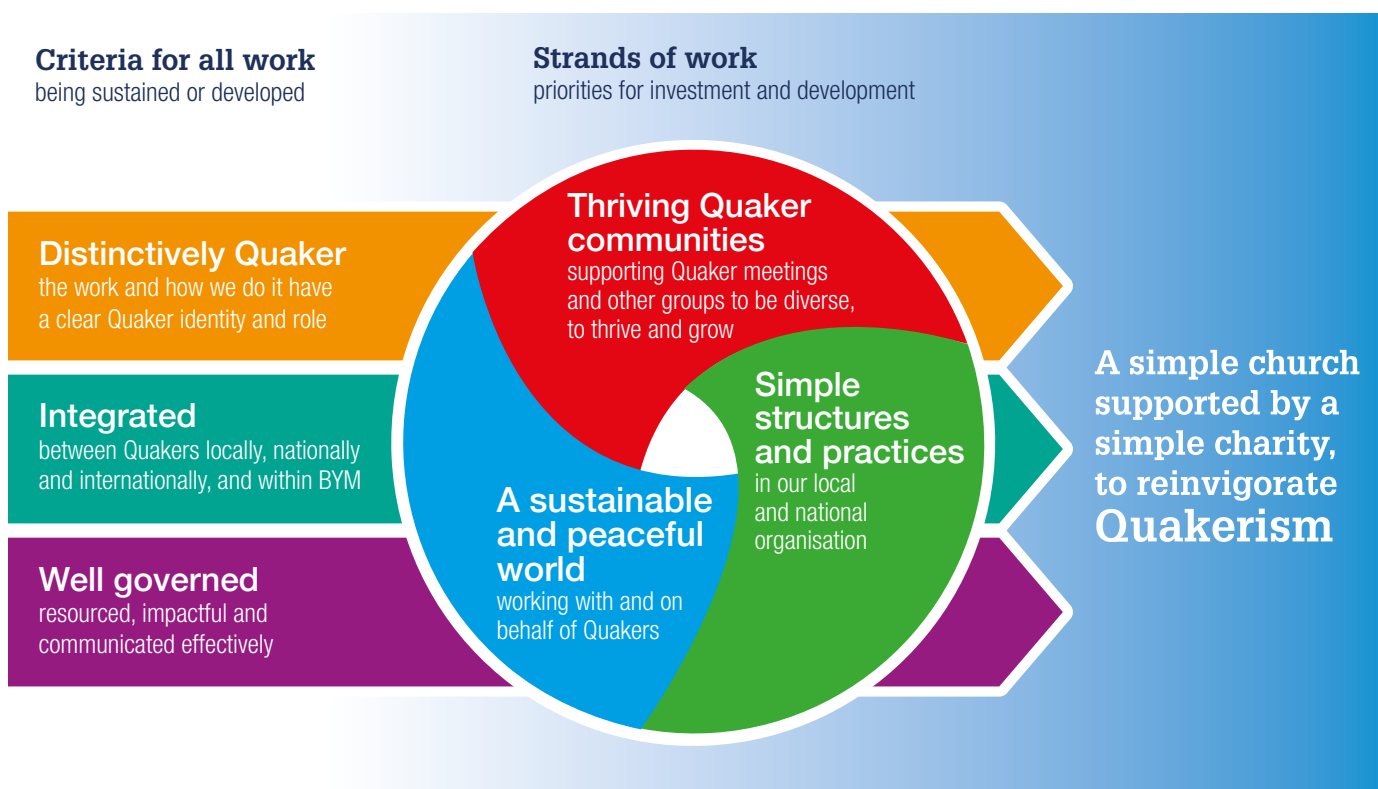
LDWs work with the Quaker communities in their patch. They support spiritual nurture, lively community, simple structures and governance, social activism, and connecting with the wider community. They work with groups and individuals, and every day is different.

A team of five supports our work with youth, children and families. Our youth development workers work in four parts of the country, alongside the LDWs.

Six other staff help manage the team. They line-manage, oversee communication and monitoring and evaluation, strengthen links in the work, look after supportive networks for Friends, and provide expertise on different topics. We also have a support officer for prison chaplains and an administrator who provides a vital underpinning to our work.

Teamwork is an important part of what we do. We share our skills, learning, resources and experience. We work closely with staff at Woodbrooke Learning, who provide specialist training and development for Quaker communities and role-holders.

We work closely with other teams at Quakers in Britain, such as Quaker Peace & Social Witness, and support the national life of the church.



Make peace
a way of
LIFE

POWER from renewables



not rifles



NO



WAR

I M A G I N E
A W A R F R E E
W O R L D

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

Organisation chart



About this post



Job purpose

To work with Quaker communities in a particular geographical area to enable them to thrive in a way that meets the aspirations of *Our faith in the future*.

- Meeting for worship is the bedrock of living as a Quaker
- Quaker communities are loving, inclusive and all-age
- All Friends understand and live by Quaker discipline
- Quaker values are active in the world
- Quakers work collaboratively
- Quakers are well known and widely understood.

Support is offered to individuals and communities. The support is flexible, responding to the needs and circumstances of Quaker communities in each area. This is likely to include a mixture of spiritual, practical, pastoral and facilitative approaches, as well as offering opportunities for community development and learning.

All aspects of the work will be embedded in Quaker testimony and practice; guided by the aspirations of *Our faith in the future* and underpinned by the strategic priorities of Britain Yearly Meeting and Woodbrooke.

1. Key accountabilities and main tasks

1.1. Develop understanding of and respond creatively to the needs and agendas of local Quaker communities (c.35% of worker's time)

This includes:

- To build trusting relationships - with individuals and Quaker communities
- To develop understanding of existing areas of activity, concerns and lived experience of Quakerism in local Quaker communities.
- To explore the presenting and underlying needs and aspirations of local Quaker communities.

- To facilitate groups to explore a potentially wide-ranging set of questions, thoughts and leadings, and to identify actions that may flow from these (e.g. in relation to community building, spiritual nurture, property, role-holding, developing concerns, conflict, witness etc.)
- To encourage and signpost local Quakers to access the available local development support, as well as wider sources of support from BYM, Woodbrooke and other appropriate organisations.
- To develop and implement work plans based on local consultation and discussions, agreed with the team leader.

1.2. Support local leadership development (c.35% of worker's time)

This includes:

- To help role-holders, meetings and others to use Quaker processes and discipline effectively, including working with and drawing on others with specialist expertise as appropriate.
- To encourage individuals to use their gifts to serve Quaker communities through personal support, enabling access to learning, training and development.
- To work with and draw on colleagues, Friends and external agencies with specialist expertise, supporting meetings to uphold good practice and legal requirements – e.g. in governance, safeguarding, employment, charity law.
- To support the development of local and regional networks to foster community, share learning, experimentation and good practice
- To support Friends to identify, develop and deliver projects – ensuring that these remain locally owned and implemented (not to deliver these)
- To support meetings to become more welcoming, accessible and diverse, including through experimentation with different expressions of Quaker community.

About this post



1.3. Contribute to BYM's 'Integrated Strategy for Supporting Quaker Communities' (c.20% of worker's time)

- This includes working with colleagues in Quaker Life, Woodbrooke Learning, other departments in Britain Yearly Meeting, with Quakers giving service and external partners:
- To share learning and develop thinking which develops the support for Quaker communities, in ways which reflect local needs and experience.
- To work with colleagues to develop and deliver programmes and events at regional and national level
- To promote wider BYM and Woodbrooke support for Quaker communities work, as appropriate to local needs and circumstances.
- To identify and present local stories, helping to build a culture where Quaker communities share learning with others.
- Where appropriate, to sensitively challenge Quaker communities to develop and broaden thinking in line with Yearly Meeting priorities/leadings.
- To use agreed monitoring and evaluation processes to record and report on the work to help BYM and Woodbrooke identify the difference the work is making.
- On occasion – and as agreed with team leader – to work in other geographical areas or undertake other Support for Quaker Communities work.

1.4. Professional and team development (c.10% of worker's time)

This includes:

- To share and develop learning and expertise with colleagues.
- To participate remotely and in person in regular team and organisational meetings across BYM and Woodbrooke.

- To participate actively in line management annual reviews and planning with line manager.
- To participate in core and team training and learning in Quaker in Britain.
- To identify and follow a personal development plan in agreement with line-manager. Do this in line with organisational policy and procedure.

2. Judgements

- Work within the framework of BYM's strategies and operational plans under the direction and line management of a team leader
- Negotiate conflicting/competing points of view within and between people, communities and other stakeholders.
- Identify and respond appropriately to the presenting and underlying needs of Quaker communities.
- Decide upon the most suitable types of support to offer from the available resources, bearing in mind competing needs and outcomes.
- Manage own workload and priorities, with the support of the team leader.

3. Use of resources

- There are no staff or budget management responsibilities, but the work includes working alongside and supporting volunteers.
- Responsibility for managing resources allocated by budget-holders, in line with organisational requirements and guidance e.g. for travel expenses, procurement and sustainability.
- Responsibility for safekeeping of IT equipment and a mobile phone.

4. Communications

Internal: (paid staff) 30%

External: (including local and area meetings, committees, etc.) 70%



5. Working conditions and emotional demands

Reasonable adjustments can be considered in line with the Equality Act 2010.

- Either home and/or office based (to be agreed). BYM has offices in Euston (London), Leeds and Ulverston.
 - Staff members use IT equipment provided by the organisation, and can also be provided with basic office equipment (e.g. desk, chair) for a home base.
 - A requirement to travel regularly, primarily on public transport, often carrying IT equipment and resources.
 - Flexible working hours, to be agreed in advance each calendar month with the team leader. A record of hours worked to be kept.
 - Wednesday is a core desk/office day, when all team members are expected to work most weeks.
 - Working hours to include an average of 5 weekend days per month, often on a Sunday.
 - Occasional evening work, online and in person.
- Some long days and overnight stays (around 10 per year).
 - Extensive travel within the relevant region as well as at other locations as needed for meetings. These include Friends House, London; Woodbrooke, Birmingham and the Yorkshire Centre in Leeds). Some meeting houses are less accessible by public transport.
 - Home working allowances, travel and subsistence costs and other expenses are paid according to the BYM's relevant policies.

Other responsibilities

- To undertake other duties and responsibilities commensurate with the post, as may be required from time to time
- To follow BYM's policies and procedures, in particular:
 - > Safeguarding, Equal Opportunities and Health and Safety
 - > the BYM commitment to sustainability and sustainable travel
 - > all aspects of the BYM Staff Handbook.





Essential experience

- Working with communities, groups or teams to help them to make significant, positive changes
- Supporting and developing individuals to understand their situation, use their gifts and facilitate change
- Providing clear, helpful and compassionate support in situations of disagreement and conflict
- Confident IT user with the ability to learn and use new software and applications quickly.

Essential skills

- Able to work creatively with ideas, facilitation methods and sources of information to help big or small groups explore, plan and deliver initiatives
- Committed to inclusive practice: promoting diversity and equity in all aspects of work and self. Able to notice when Quaker communities need support and be alongside their learning journey
- Independently manage a varied workload with a variety of different people and priorities, relationships and working practices

- Able to use a variety of ways to effectively communicate with individuals, groups and the public. This includes verbal, written, presentation and digital skills
- A commitment to professional practice, including safeguarding, health and safety, data protection and workplace compliance.

Essential knowledge

- Knowledge of and sympathy with Quaker spirituality, practices, structures and values
- Understanding of how ethics, values or faith can underpin strong community and effective social action
- Awareness and understanding of the particular issues/cultural context of the region.

Desirables

- Training, qualifications or experience in one or more of the following: community development, volunteer management, youth and/or community work, faith organisations, group work, facilitation, training or education.

Working for Quakers in Britain



Quakers in Britain is a national charity employing around 130 staff. Its purpose is to work for, with and on behalf of all 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).

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 a third 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 as best 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/about
- By reading *Advices & 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.

Salary and benefits



Salary

£18,163 (£30,271 pro rata)

Location

Based at home or at a suitable location within the region.

Hours of work

21 hours per week including some weekends and evenings and frequent travel.

Flexible working options

We are open to discussions about flexible working patterns. There is some flexibility over daily start and finish times.

Holiday

27 days a year (pro rata) 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 3 weeks at half pay.
- After 1 year's 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 for the application form.

The closing date for applications is:
9am on 11 July 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 into contact with.

All applications will be considered immediately after the closing date.

Interviews will be conducted by Alistair Fuller, Quaker Life Team Leader, Community, a member of staff from Woodbrooke Learning, and Quakers from the region.

Interviews will be held online during the **week commencing 18 July 2022.**



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

