



Application Pack

Legacy Fundraiser





Contents

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

Introduction



David Loxton
Head of Communications and Fundraising

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.

We have a clear strategy to:

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

Effective fundraising is crucial to the charity's ongoing financial sustainability and we are recruiting a new legacy fundraiser to join the team.

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 shares those values and supports that work as we seek to increase our impact.

If you want to join our friendly, collaborative fundraising 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

David Loxton
Head of Communications and Fundraising

If you would like an informal chat about the role before applying please email bethf@quaker.org.uk.

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 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.

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 Communications & Fundraising is made up of four teams providing: advocacy & media, content & publications, websites and e-news, fundraising.
- Quaker Church Affairs supports the governance of the organisation, organises Quaker events and manages its records and library.
- 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 here www.quaker.org.uk/structure.

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.



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.

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.

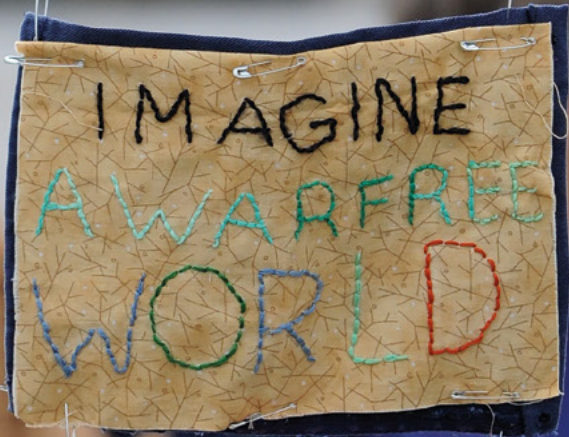
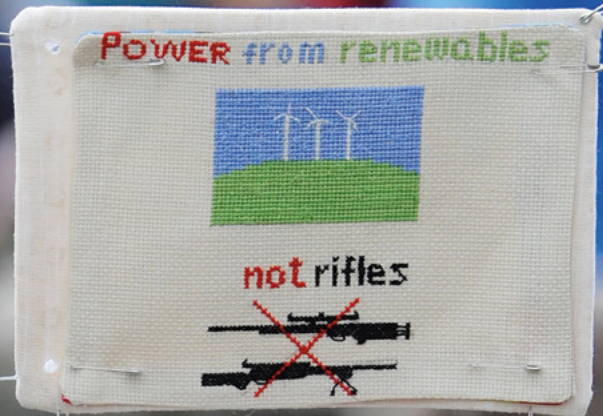
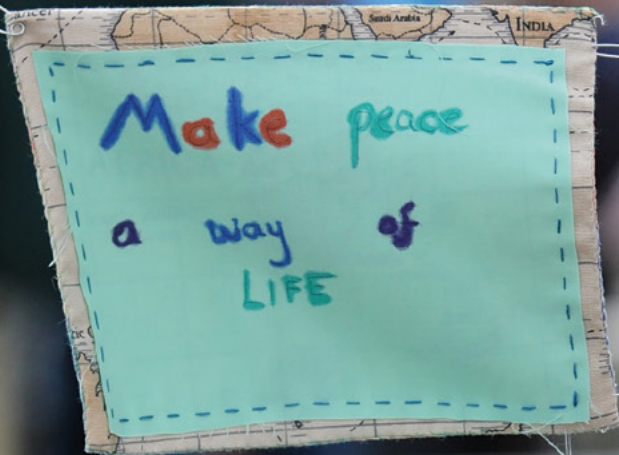
Quakers are ordinary people, who try to live their values they can. This leads many Quakers to work for a better world.

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



Quaker Fundraising

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

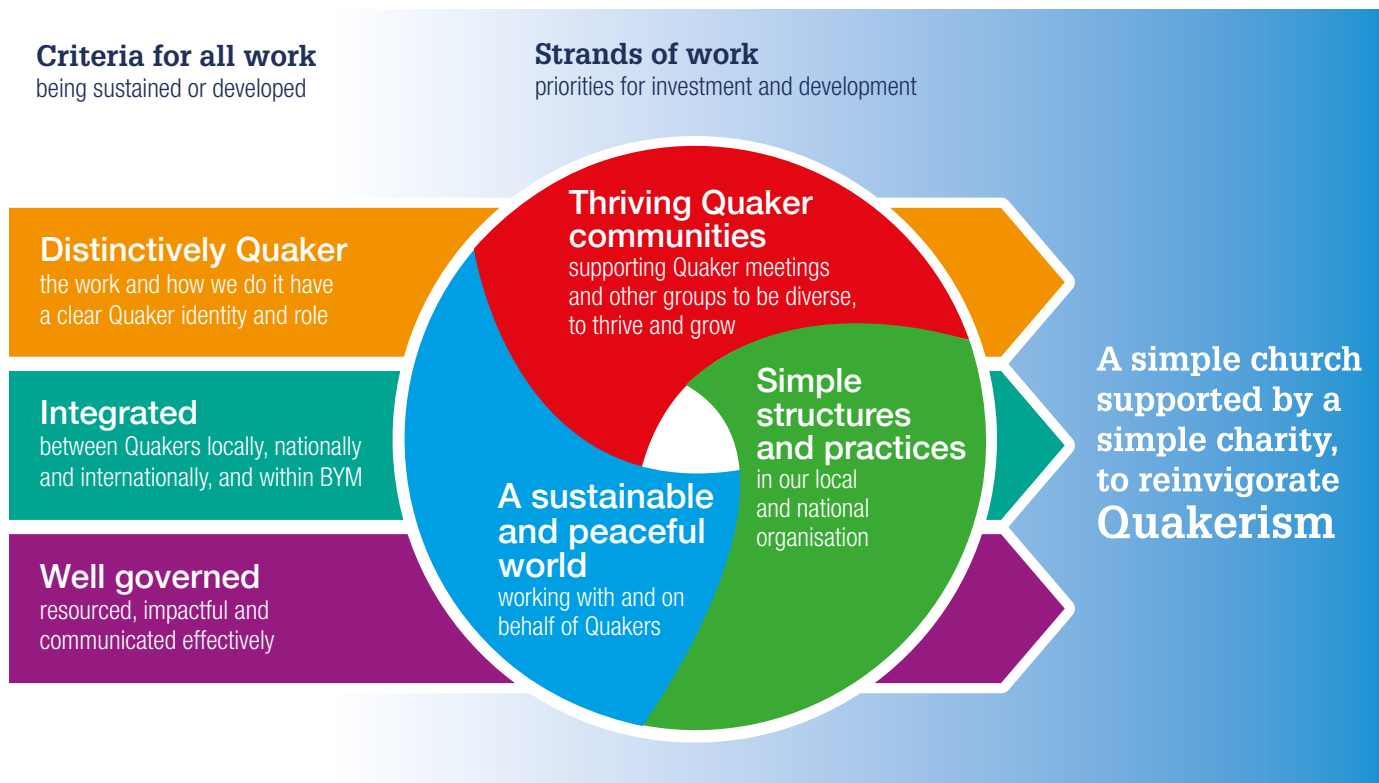
- Bring Quaker values to the world
- Show how Quakers are active and relevant
- Increase the number of Quakers
- Engage Quakers in centrally-managed work
- Help Quaker meetings to thrive
- Secure funding for Quaker work.

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.

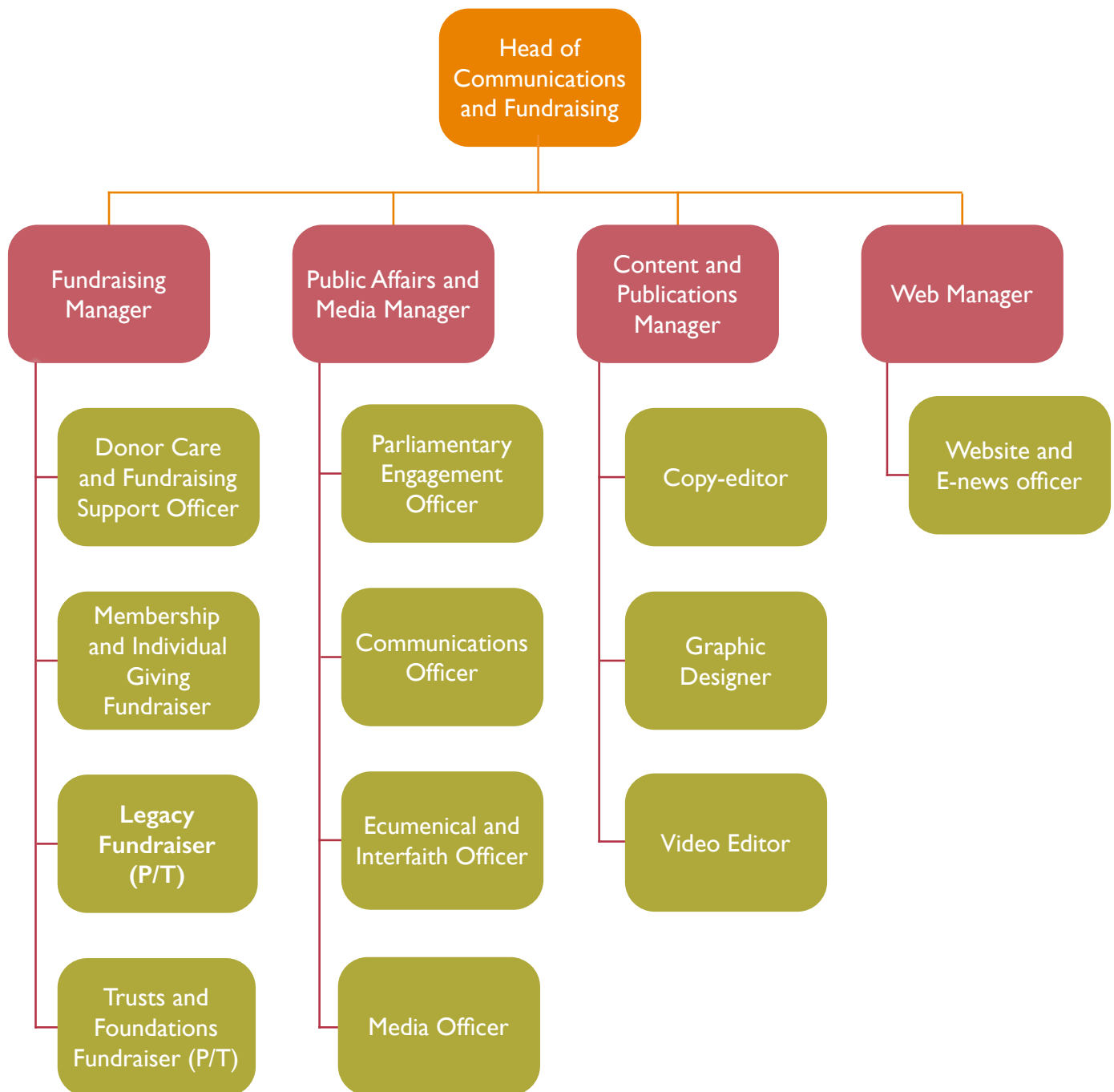
The department works closely with other parts of the organisation. Strategic responsibility for fundraising is held by the Head of Finance and Resources. A Trustees' Giving and Fundraising Development Group will act as advocate and champion for giving and fundraising to BYM, providing contacts and advising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

Our faith in the future

The work of the fundraising team is essential to delivering our organisation's strategy – Our faith in the future.



Organisation chart



About this post



Job purpose

The role of the Legacy Fundraiser is to encourage supporters to make legacy gifts to BYM in their wills.

1. Key accountabilities and main tasks

Develop and implement a legacy promotion plan for BYM, as follows:

- Conduct research and pilot engagement exercises to understand how best to motivate members, and wider communities, to support BYM with a legacy.
- Test mechanisms and channels for communicating about legacy support
- Informed by the outcomes of the above, develop consistent, well-articulated and tailored communication about BYM's priorities, objectives and work, and the relevance and significance of support for these through legacies.
- Develop and embed donor-care and engagement.
- Develop and maintain effective systems and processes, especially in respect of donor care and recording of legacy pledges.

Reporting

- Ensure that appropriate performance 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 and best practice.

Management of work

- Manage the delivery of fundraising activities within agreed budgets and timescales.
- Work collaboratively with other departments as appropriate.

2. Intellectual demands

- Maintain a good understanding of Quaker faith and practice, with particular reference to how Quakers (but also other communities) are likely to respond to legacy promotion propositions.

- Keep abreast of professional and other developments in the voluntary/non-governmental sector – in particular relating to legacy fundraising.
- Maintain a good understanding of fundraising best practice and relevant advice and regulation from the Charity Commission and Fundraising Regulator.
- Apply Quaker values and experience to all areas of the work.
- Good understanding of use of systems, and the initiative to be able to propose improvements as needed.

3. Judgements

- Deciding on appropriate reporting to line manager, ensuring that they have access to clear and accurate information to enable effective decision-making.
- The role demands an ability to conduct research and analyse them dispassionately.
- The post requires the ability to communicate persuasively and convincingly.

4. Use of resources

- Be responsible for the effective deployment of resources to achieve the agreed objectives.

5. Working conditions

- The post makes no unusual physical demands.
- Occasional travelling and weekend working is required.

Other responsibilities

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

Person specification



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

Essential knowledge

- Knowledge and understanding of the motivation of legacy pledgers.
- Knowledge of and sympathy with Quaker values.
- Knowledge of fundraising regulation and best practice.
- Knowledge of computerised database systems, MS Word, Excel, and Teams.

Essential experience

- Experience working in charity fundraising preferably legacy fundraising or high value relationships.
- Experience of providing high quality bespoke stewardship to long-term supporters.
- The ability to provide technical and specialist advice on areas of legacy giving to internal and external audiences and liaise with legators, solicitors, executors and co-beneficiaries in order to maximise income from bequests.

Essential skills

- Good 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 timeframes and finite budgets.
- Computer literacy.

Desirables

- Experience of fundraising for faith-based organisations.
- Certificate or Diploma in Fundraising.
- Experience of managing a programme of legacy marketing including the organisation of key campaigns such as Make a Will Month and digital and print communications.
- Knowledge of Quakers and Quaker communities.



Salary & benefits



Salary

£22,887 (£38,145 pro rata) – London
£19,455 (£32,425 pro rata) – 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

21 hours per week, spread over 3-5 days. We recognise that balancing the pressures of work and home life is often an important factor in taking a part time role. We can be flexible in agreeing how the hours are arranged across the week.

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

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



Apply on line at www.quaker.org.uk/jobs.

The closing date for applications is:
5pm on 5 September 2022.

The principles of equality and diversity are important to Quakers in Britain in all aspects of its work. We encourage you to fill in our diversity monitoring form when applying. The information you provide will help us to monitor and refine our employment practice and respond to the needs of the diverse range of people that the organisation comes in to contact with.

We will consider your application immediately after the closing date and get in touch with you as soon as possible.

Interviews will be conducted by David Loxton, Head of Communications and Fundraising, and Beth Follini, Fundraising Manager, on 16 September 2022.



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

