

Quakers in
Britain



Application Pack

Peacebuilding Coordinator



Introduction



This is an exciting time to join us develop our contribution to peace and conflict work in Britain.

Quakers are led by their faith to build a more just, peaceful and sustainable world.

This new role attends to a strategic desire and priority to 'help develop responsive and creative peacebuilding strategies within communities currently suffering from physical or structural violence' and other forms of violence.

This role will also respond, as an initial starting point, to an invitation from an ecumenical racial justice advocacy network of Black and Brown Christians. The invitation via our Inclusion and Diversity Coordinator is to work with them in supporting newly emerging work on how faith communities can contribute to critical incidents and community tensions.

More broadly, the role will include accompaniment work with faith organisations, groups, and networks, including Quakers, to develop and strengthen responsive, creative, and transformative approaches to peace and conflict in localities.

We hope the information in this pack will spark your interest. If you want to join our friendly, collaborative team we look forward to receiving your application.

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

Regards,

Lisa Cumming
Peacebuilding and Nonviolence Manager

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



About Quakers

The Religious Society of Friends (Quakers) is a radical faith group with its roots in Christianity. It emerged in the mid-17th century as a group with no separate priesthood, and with a form of worship based in silence.

Quakers have been committed to peace, equality, simplicity and integrity throughout history, and are known for work to bring about social change over the years, such as on the abolition of the slave trade, the relief of suffering in wartime, improving living conditions for factory workers and the introduction of same-sex marriage.

You can read more about the story of Quakers at www.quaker.org.uk/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 people.
- Quaker Peace & Social Witness runs programmes supporting peace and climate justice, through campaigning, training, placements, community empowerment and by supporting Quakers in local activity.
- Quaker Communications & Fundraising promotes public awareness of Quakerism, provides advocacy, media, web and publications services to the organisation, and oversees fundraising from Quakers, Quaker meetings and Trusts.
- Quaker Church Affairs oversees the governance and overall management of the organisation. It also runs national level events designed to guide Quaker work.
- 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 150 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 458 local Quaker Meetings, grouped into 70 '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 [Advices](#) 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 Peace & Social Witness

The role is part of a peacebuilding team within our Quaker Peace & Social Witness (QPSW) department.

QPSW's work is guided by our [2021-2025 strategy](#)

Our work is both local and global. In Britain we promote peace education, support action for climate justice and campaign for non-militarised approaches to security. Internationally, we support peacebuilders in East Africa and work for a just end to the military occupation of Palestine. We work only where we are welcomed.

QPSW Central Committee (the committee of Quakers that oversees and guides our work) has identified climate justice and peace as key themes for our work over the next few years.

Our strategy recognises that these issues are often interlinked with other major crises including a rise in inequalities, state violence, overt racism, and a growing threat to the right to peaceful protest.

Through all of our work, we encourage Quakers and others to take a structural approach – recognising that many of the challenges we face are shaped by power hierarchies, historical injustices and an economic system that exploits people and the Earth. This leads us to work for a 'just peace', a peaceful world which is underpinned by principles of equality and justice. This means working for an end to oppression and discrimination – including the need to examine whether our own actions may be contributing to this. Many of the ends we work towards, historically and currently, are long term and require patient, but creative, work over years or decades.

About this post



The postholder will play a key role in enabling Quaker Peace and Social Witness (QPSW) to develop its accompaniment approach to peacebuilding in Britain.

You will draw on your own expertise as well as longstanding Quaker discernment and experience to collaborate with others in developing creative and responsive approaches to peace and conflict work at a community level.

You will develop our work in this area so that Quakers make an effective and ethical peacebuilding contribution in a continually changing context. You will develop and explore current invitations and new opportunities for peacebuilding in Britain. You will also deepen our peacebuilding thinking and practice, and help ensure that our peacebuilding work develops in line with the Quakers in Britain commitment to become an actively anti-racist church.

We expect the role holder to:

- Accompany faith organisations, networks, and groups (including Quakers) working on peace, justice, and equity. This will include attending and supporting meetings, events and networks.
- Accompany faith organisations, networks, and groups (including Quakers) to develop and strengthen responsive and creative peacebuilding approaches in their localities rooted in conflict transformation approaches, where invited. This may include developing and contributing to training, workshops, and other resources.
- Explore ways that civil society (including Quakers and others) can weave connections to hold strong during difficult times, including work on critical incidents and community tensions.

As such, this role will suit someone who is passionate about developing connections and capacities for peace and conflict work, including how to respond to critical incidents and tensions, and is excited by the possibilities this brings.

The starting point will be responding to an invitation from the Racial Justice Advocacy Forum to grow and pilot new approaches that build relationships at the local level and support the development of peaceful communities.

The postholder will work together with the Peacebuilding and Nonviolence Manager to develop an effective work programme. You will also work closely with a number of colleagues, including BYM's Diversity and Inclusion Coordinator and relevant Quaker and faith partners.

We do much of our work through accompaniment, so this role will give the post holder the opportunity to work with and contribute to a wide range of partners and networks (including, but not limited to, the Racial Justice Advocacy forum) to strengthen peace and conflict capacities.

The postholder will combine responding to current invitations and seek new opportunities to develop this exciting strand of work.

Job description



1. Job purpose

This role responds to QPSW's strategic priority to, "help develop responsive and creative peacebuilding strategies within communities currently suffering from physical or structural violence" and other forms of violence.

This is a new role to help develop ways that civil society (including Quakers and others) can weave community connections to hold strong during difficult times and develop conflict transformation capacities.

The role will work with the Peacebuilding and Nonviolence Programme Manager to further develop Quakers' 'accompaniment' approach to peacebuilding.

More specifically the role will:

- Respond to an invitation from the Racial Justice Advocacy Forum's (RJAF) to support emerging work to equip churches and communities to respond to "critical incidents" (such as a racist attack outside a school, a far right protest, or even fires and floods).
- Undertake ongoing context/conflict analysis alongside the RJAF and the Peacebuilding and Nonviolence Programme Manager to consider conflict transformation needs in communities and inform the direction of work.
- Contribute to increasing capacities for conflict transformation work in communities with and on behalf of Quakers. This could include working alongside colleagues and partners to:
 - Enhance/develop conflict and power analysis skills to consider the roots causes of conflict and injustice through developing and/or contributing to participatory workshops,

training courses, resources etc.

- Enhance/develop creative approaches to conflict and injustice through developing and/or contributing to workshops, training courses, resources etc.

2. Key accountabilities and main tasks

- Develop and nurture connections with faith organisations, networks, and groups working on peace, justice, and equity in communities.
- Engage in deep listening with identified groups and, where appropriate, accompany them to strengthen conflict transformation approaches in their communities.
- Develop a plan (with the Inclusion and Diversity Coordinator) for Quakers' contribution to RJAF's emerging critical incident work with faith communities.
- Work with partners through attending meetings and helping to organise meetings and events.
- Develop and share resources, training courses, workshops, e-learning as needed in collaboration with colleagues and others to bolster peacebuilding, context and power analysis, community conflict, and good relations work.
- Deliver workshops, talks and events to inform and excite Quakers about the work, highlight its spiritual roots and invite the Quaker community to be part of this where appropriate, ethical, and useful.
- Undertake ongoing context/conflict analysis alongside partners, colleagues, and the Peacebuilding Programme Manager to continue to inform the direction of work.
- Undertake administrative tasks such as maintaining records, sending out



resources, processing expenses, planning and organising meetings, training, and events.

- Participate in team meetings and contribute to wider departmental and organisational learning and development.
- Produce communications content and resources as needed to support the work. This might include newsletters, toolkits, leaflets, video and web content.
- Undertake monitoring and evaluation in-line with organisational practices - contributing to a learning culture in the department and wider organisation.
- Help to ensure that the Quaker commitment to equality and nonviolence are incorporated across the work and that the work embeds and promotes anti-racist and anti-oppressive practice.

3. Intellectual demands

The post requires:

- Deep understanding of peace and conflict thinking and practice, including how peace connects with racial and social justice.
- Ability to monitor and respond to trends, opportunities and challenges and to apply this knowledge in order to develop new work.
- Flexibility, creativity and innovative thinking based on sound analysis.
- Planning, budgeting and monitoring skills, and the ability to write reports on the work which will enable good governance decisions to be taken.
- Ability to communicate complex subjects clearly in order to engage and enthuse a range of different audiences.
- Ability to facilitate conversations and communicate with others on sensitive and controversial subjects.
- Willingness to understand and engage with Quaker processes and a sympathy with a faith-based approach to the work.

4. Judgements

The post holder will be expected to work within the framework of agreed workplans and priorities, with direction and support from their line manager and relevant colleagues.

It will also be necessary to work alone and make judgements, including about prioritisation, workload management, and when to check with colleagues before acting.

5. Use of resources

No budgetary responsibility, though the postholder may be asked to contribute to budget setting.

6. Communications

The role is based within the department of Quaker Peace & Social Witness, and will contribute to a supportive, creative, learning culture within the department. The role holder will also work closely with colleagues across the organisation and with external partners and contacts.

Internal Communication – approx. 50%

- Colleagues across the department of Quaker Peace & Social Witness, particularly with Faith in Action.
- Colleagues in other departments of Britain Yearly Meeting, especially the Diversity and Inclusion Coordinator, and Conciliation & Peacebuilding Coordinator\Ecumenical & Interfaith Officer.

External Communication – approx. 50%

- Racial Justice Advocacy Forum
- Staff at Woodbrooke Quaker learning organisation.
- External networks, organisations and individuals.
- Quakers and Quaker meetings, groups and agencies.



7. Physical demands & coordination

The role is primarily office based with no unusual physical demands required of the post holder.

- Extensive VDU use.
- High levels of sustained concentration to support analysis, effective listening and facilitation.
- Some aspects of the work may involve travelling alone with equipment, preparing workshop spaces by moving furniture, etc. This can be mitigated through reasonable adjustments if necessary.

8. Working conditions and emotional demands

- The role can be based at Friends House in London, Quakers in Britain Yorkshire Centre in Leeds or from home (subject to a suitable work location being agreed with Britain Yearly Meeting).
- If based at another location, regular travel to BYM offices as needed (expected to be no more than once every 2 weeks) should be expected. This may require overnight stays.
- Core working days are Tuesdays and Thursdays. This is necessary to support cross organisational and team coordination.
- It will sometimes be necessary to work away from home, usually in the UK. It will also be necessary to undertake some work outside of normal office hours. Up to 15 weekends a year may be affected by work commitments, for which Time off in Lieu will apply.
- Working on challenging issues with a wide range of people can be emotionally demanding and requires inclusivity, sensitivity and cultural adaptability.
- Helping to manage safeguarding, pastoral, and accessibility needs at events, with support from events team and other colleagues as needed.

Other responsibilities

- Responsible for ensuring that BYM's Safeguarding Policy is adhered to in all aspects of the role.
- Responsible for ensuring that BYM's Equal Opportunities Policy is adhered to in all aspects of the role.
- 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 Britain Yearly Meeting's Staff handbook is adhered to at all times.



Essential knowledge

- Excellent knowledge of peacebuilding thinking and practice, and ideally, conflict transformation (and/or how peace and justice intersect).
- Good understanding of racial and social in/justice.
- Knowledge of and sympathy with Quaker values, particularly in relation to nonviolence.

Desirables

- Qualification in peacebuilding and/or conflict approaches (e.g. mediation, restorative justice, nonviolent communication, conflict coaching, etc.)
- Experience of working with geographically dispersed colleagues.
- Ability to create high quality, engaging content and to use communications tools for social change, including websites, blogs and social media.

Essential experience

- Experience of delivering peacebuilding and conflict work, including working on sensitive and divisive issues in a participatory way.
- Experience of running projects and/or working with diverse faith communities and communities facing violence and/or harmful conflict.
- Direct experience of racial and/or other forms of injustice.

Essential skills

- Outstanding training, facilitation planning and delivery skills, with proven ability to facilitate sensitive and divisive issues using creative and or somatic approaches in working with conflict.
- Outstanding interpersonal skills, with the proven ability to build effective relationships and collaborative, diverse, and inclusive partnerships/networks.
- Ability and flexibility to design, plan and evaluate multiple work projects, agreeing and meeting deadlines and communicating clearly with colleagues.
- Good administrative, organisational, and IT skills, with a systematic approach to information gathering record keeping.

Salary & benefits



Salary

£30,197.60 (£37,747 pro rata) per annum – London
£25,669.60 (£32,087 pro rata) per annum – Regional

Location

Based at our offices in Leeds (LS2) or London (NW1), or at home if you live outside Leeds or London. Leeds and London-based staff can work at home some of the time by agreement.

Hours of work

28 hours per week, to include Tuesdays and Thursdays (departmental core days).

Flexible working options

When the role is Leeds or 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 (pro rata) plus bank holidays and three days for Christmas closure.

Subsidised café

We have an on-site café at our London site 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 request a nine-month unpaid sabbatical leave after five years' continuous service.

Pension scheme

Quakers have a generous pension scheme where we contribute 8% of your salary and you contribute 3% of your salary. You have the option to increase your contributions should you wish and to pay your contributions via salary sacrifice.

Sick pay scheme

We have a very generous sick pay scheme:

If you have less than 12 months service, you are entitled to full sick pay for 3 weeks followed by three weeks at half pay.

After 1 years' service, you are entitled to full sick pay for 3 months followed by 3 months at half pay, subject to a maximum of six months since the start of your service.

After 4 years' service you are entitled to full sick pay for six months followed by six months at half pay, subject to a maximum of 12 months.

Private Health Insurance

If you are off work due to sickness for more than 52 continuous weeks you will be eligible, subject to requirements of the scheme, to sick pay.

Employee Assistance

Quakers offers access to an independent, confidential employee assistance programme, which is available 24 hours a day.

Family Friendly Policies

Our family friendly policies offer enhanced pay for maternity and adoption leave. This is paid at your normal rate of pay for the first 16 weeks followed by half pay for the following 18 weeks. You will qualify for this after 26 weeks continuous service.

How to apply



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

Please ensure that your application addresses each element of the person specification.

The closing date for applications is:

Midday, 18 July 2023.

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 in London **1 August 2023.**

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.

