

Quakers in  
Britain



# Application Pack

Peace lead



# Introduction



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

Quakers have been working for peace for over 350 years.

Quakers see peace as more than opposition to war and physical violence. It is a comprehensive approach to living in the world, which includes handling conflict in nonviolent ways and ensuring we avoid ways of living that damage the earth or sow the seeds for future violence. We believe that violence and the injustices that give rise to it are not inevitable but the consequences of human decisions and structures. This also means that human actions can change the world for the better.

At a time of global instability, this work is more important than ever. Our Peace lead plays a vital role ensuring that Quakers have a clear, effective and confident voice for peace. They will work to shape an evolving work plan designed to help build a world where war is less likely.

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 share those values and

support that work as we seek to increase our impact.

This application pack background contains information about Quakers, the salary and benefits of working for us along with the job description/ person specification for the post.

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 the Quakers, salary and benefits of working for us along with the job description/ person specification for the post.

Regards,

**Suzanne Ismail**

Head of campaigns, advocacy & faith in action

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If you would like an informal chat about the role before applying, please email Suzanne Ismail at [suzannei@quaker.org.uk](mailto:suzannei@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/faith](http://www.quaker.org.uk/faith).

## About Quakers in Britain

We are the charity that works with and on behalf of all Quakers in Britain. Our staff and committees provide support and events for around 18,000 Quakers, who worship in 456 local meetings across Britain.

Supporting Quaker communities is a key part of what we do. We have staff working within reach of every Quaker meeting in Britain. They work closely with local Quakers to identify their spiritual and practical needs and help them become stronger and more connected. We are on hand to help Quaker communities thrive.

We organise Yearly Meeting, the annual assembly of the Quaker church in Britain. It's when Quakers gather in worship to connect, explore current concerns and discern the way ahead. This Spirit-led decision-making guides our work.

Quakers are inspired by faith to build a better world. We take forward this work for peace and social justice and raise public awareness of Quaker faith and values.

We are a registered charity with an annual turnover of around £10m. Responsibility for

the charity lies with the fifteen trustees of Quakers in Britain, appointed from among the Quaker community.

The work of Quakers in Britain is carried out through six departments:

- **Quaker Life** supports Quaker communities in their life and worship, oversees Quaker outreach, provides training and organises events for children and 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 Church Affairs** manages the governance, events, and the shared identity and discernment of Quakers. It is underpinned by work on equity and justice in these structures.
- **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 Finance & Property** oversees the budget and finances of BYM, the work of our commercial trading subsidiary and our ethical investment portfolio and properties.
- **Quiet Company** is our wholly-owned trading subsidiary. It operates Friends House as a major conference venue and runs the building facilities. It also runs our Yorkshire office and Swarthmoor Hall, the historic home of Quakerism located in Cumbria. Each year, the Company gift-aids any profits or surplus to the charity to support and enable Quaker work [www.quietcompany.co.uk](http://www.quietcompany.co.uk).



# Our values



You can read more about the governance structures of the Quaker organisation in Britain here [www.quaker.org.uk/structure](http://www.quaker.org.uk/structure).

## Our Values

Quakers live by core values that flow from our faith. They are central to our relationships with other people and with the earth:

### Peace

Quakers are best known for their deep commitment to peace. But we don't simply oppose war. We tackle the root causes of violence and challenge the systems that lead to war.

### Equality and justice

Quakers believe everyone is equal. This leads us to challenge injustice and work with people who suffer injustice. We oppose all forms of discrimination and champion diversity.

### Truth and integrity

Quakers strive to speak the truth with love. Treating others as we would want to be treated means being both honest and respectful in our words and actions.

### Simplicity and sustainability

Quakers try to live simply and focus on the things that really matter: the people around us and the natural world. We call for a sustainable way of life that puts people and planet first.

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/podcast](http://www.quaker.org.uk/podcast).



# Working for Quakers in Britain



Quakers in Britain is a national charity employing 150 people. Our staff work remotely and from offices in London, Leeds and Cumbria. Its purpose is to work for, with and on behalf of Quakers across Britain.

## About our organisation

Quakers is the name most commonly 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 18,000 Quakers. We have 456 local Quaker Meetings, grouped into 72 'area meeting' charities. All these charities are affiliated to Britain Yearly Meeting.

Quakers in Britain 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 work to avoid unjustifiable and unlawful discrimination in our employment practices
- We strive to 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](http://www.quaker.org.uk).
- By reading Advice and queries which is an introduction to Quaker belief. Read it online at <http://qfp.quaker.org.uk>.
- By visiting the Quaker Centre at Friends House, which has leaflets and books, and volunteers who can answer questions.
- Or by requesting a free information pack from [www.quaker.org.uk/more-information](http://www.quaker.org.uk/more-information).

# About the team



## Quaker Peace & Social Witness

The role is part of a small campaigns, advocacy & faith in action team within our Quaker Peace & Social Witness (QPSW) department.

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

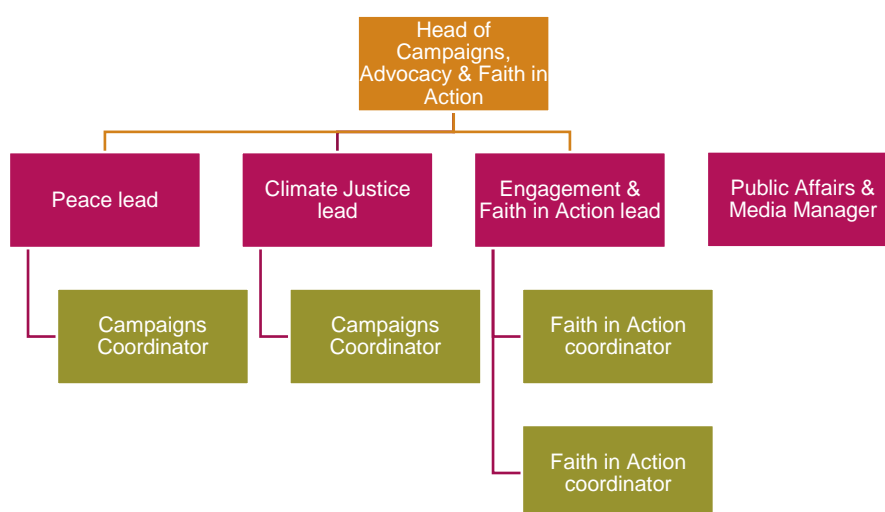
Our work is both local and global. In Britain we promote peace education, support action for climate justice and campaign for non-militarised approaches to security. Overseas we support peacebuilders in East Africa and work for a just end to the military occupation of Palestine. We seek to fill the gaps, to work where help is most needed, alone or with others – wherever we will make the greatest impact.

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.

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.

## Organisation chart



# About this post



As the main organisational policy specialist on peace issues, the Peace lead plays a key role in shaping our peace campaigning and advocacy work.

You will draw on your own expertise as well as longstanding Quaker discernment and experience to ensure that Quakers continue to act and speak out effectively on peace issues.

The post holder will have a rich body of work to build on. Our past campaigning work has included calling for an end to nuclear weapons, and the need for greater investment in peacebuilding and non-militarised forms of security. More recently, we have been working with partner organisations to raise awareness of the intersection between peace and climate justice, and calling on policy makers to resist developing militaristic responses to climate breakdown. We have also been campaigning for the right to conscientious objection and supporting conscientious objectors from Ukraine, Russia and Israel..

However, the work is at a point of change. Global political events of the last few months have seen rapid shifts and growing volatility in international relations – with often worrying implications for international peace and security.

The Peace lead will be responsible for adapting our existing workplan to reflect this. This calls for political awareness and agility in the face of an evolving external reality. We are looking for someone who can see opportunities, be a confident voice for peace and help others to maintain hope at a challenging time.

In addition to these subject-specific elements, the role has shared responsibility for managing our campaigns, advocacy and faith in action team. This involves working with our Climate Justice lead, Engagement & Faith in Action lead and Public Affairs & Media manager to build connections between our key work themes of climate justice and peace. Together you will make recommendations to

our governance committees about policy and priorities. You will work together to develop an effective work programme and allocate staffing capacity accordingly.

You will line manage one of our two Campaigns Coordinators, both of whom work flexibly across our priority issues according to need. You will support one of them to develop in their role, creating creative and accessible ways for Quakers to engage in our priority campaigns. As such this role will suit someone who is passionate about and able to join the dots between a range of peace and social justice issues and is excited by the possibilities this brings.

We do much of our work through coalitions, so as well as working with the Quaker community, this role will give the post holder the opportunity to work with and contribute to a wide range of partners and networks in order to strengthen social change movements and maximize collective impact.



# About this post



## Job purpose

The role responds to Quakers in Britain (QIB) strategic priority to 'Influence currently dominant economic, political and social systems to establish and maintain a more peaceful and sustainable world'. More specifically the role will:

- Ensure that QIB is able to be a clear, confident and effective voice for peace at a time characterised by volatility in international relations and increased militarisation.
- Lead work supporting Quaker voices and faith communities to influence public policy in a way that furthers peace.
- Promote a deeper understanding of the Quaker peace testimony and the potential for peace witness among Quakers and the wider community, connecting this with climate justice and other social justice issues where appropriate.
- Jointly manage the development of QIB's advocacy, campaigning and faith in action work

## 1. Key accountabilities and main tasks

- Manage and deliver an evolving work programme, including strategic oversight, project planning & development, monitoring and reporting.
- Co-manage and guide the work of the wider campaigning, advocacy and faith in action team, helping to develop priorities and ensuring a joined-up work programme.
- Stay abreast of relevant developments in the external political and social context and within the Quaker community and adapt the work where appropriate.
- Identify key issues and strategies for Quaker peace advocacy and campaigns.
- Work with colleagues to develop creative advocacy work or campaigns, including:

- playing an active role in key external coalitions
- advising QIB and Quakers on how and when to 'speak out' on an issue
- engaging with elected representatives and other influencers
- ensuring that organisational responses are distinctively Quaker and reflect appropriate decision-making processes
- Produce communications content and resources as needed, including for newsletters, blogs, video, web, BYM statements and press releases.
- In line with agreed priorities, deliver workshops, talks and events to inform and excite Quakers about the centrally managed work, highlight its spiritual roots and invite the Quaker community to be part of this.
- Develop and nurture strategic projects, partnerships and networks, including with other Quaker agencies and organisations.
- Undertake monitoring and evaluation in line with organisational practices - contributing to a learning culture in BYM and to fundraising where appropriate.
- Contribute to periodic contextual and needs analyses, working with Quakers and colleagues to determine how Quakers in Britain can play an effective role in peace, social justice and climate movements, and in connecting these issues.
- Coordinate with the QIB Local Development team and Woodbrooke learning organisation to ensure that support for Quakers is complementary and to prevent duplication.
- Support governance committees, helping to plan meetings and providing members with appropriate information, recommendations and advice so that they can guide the work effectively





- Line management responsibility: Guide and support colleagues, potentially including those placed in other peace organisations, to work effectively and to implement an agreed work plan.
- Support organisational engagement with the media, within area of expertise.
- Help 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.
- Act as a staff link to selected Quaker Recognised Bodies.

## 2. Intellectual demands

The post requires:

- Expertise in peace issues. This might include knowledge of peacebuilding, militarism, disarmament, security, and how peace links to issues of climate and social justice.
- Ability to comment on a wide range of peace issues
- Ability to develop expertise in new areas quickly – according to the needs of the programme.
- 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 research and 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 topics.

- Willingness to understand and engage with Quaker processes and a sympathy with a faith-based approach to the work. Quakers express their faith in diverse ways and are not necessarily typical ‘activists’.

## 3. Judgements

This role will have a significant amount of influence in BYM’s response to unpredictable world events but will work within organisational frameworks and line management guidance. Proposals to change the strategic direction of the work, for significant new projects or new policy positions, will need to be tested with the relevant governance body.

- Ability to identify and propose new work– responding to needs and context within the strategic priorities set by Quaker committees.
- Ability to weigh up competing priorities and make recommendations about the best place to put organisational resource and energy.
- Able to handle controversial or sensitive subjects – as well as those that attract public attention – confidently and safely within the organisation’s media protocols.
- Expected to be self-directed and make operational decisions on a daily basis based on programme priorities as well as organisational aims and values.
- Ability to appropriately represent Quakers externally at e.g. other voluntary organisations, faith groups and to advocate organisational positions with policymakers.
- Able to build effective and respectful relationships and to recognise, and respond to, the varied skills, contributions and needs of Quakers and others we work with.
- Self-reliance and the ability to function without administrative support.
- Bullet 1
- Bullet 2



## 4. Use of resources

- Responsibility for developing and monitoring project budgets.
- Use programme resources effectively, and in a way that aligns with BYM's values and ethical commitments.

## 5. 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. 40%

- Contact will mainly be within the campaigns, advocacy & faith in action team. The post holder will also liaise closely with communications, public affairs and fundraising colleagues.
- Key relationships include: climate justice lead, engagement & faith in action lead, public affairs and media team, local development team.

### Internal Communication – approx. 40%

- Contact will mainly be within the campaigns, advocacy & faith in action team. The post holder will also liaise closely with communications, public affairs and fundraising colleagues.
- Key relationships include: climate justice lead, engagement & faith in action lead, public affairs and media team, local development team.

### External Communication – approx. 60%

- Governance committees
- Proactive communication with Quakers and Quaker communities through mass communication channels and one-to-one contact.
- Coalitions and networks
- Other Quaker groups and agencies, and Woodbrooke (the Quaker learning organisation)

- Policymakers
- Media

## 6. Working conditions

- 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 QiB).
- If based at another location, regular travel to London (approximately once every 2 weeks, plus other visits based on operational need) should be expected. This may occasionally be required at short notice and/or require overnight stays. Reasonable travel and accommodation expenses away from your agreed place of work will be paid for by QiB.
- Core working days are Tuesdays and Thursdays. This is necessary to support cross-organisational and team coordination.
- In addition to the above, it will sometimes be necessary to work away from home at other locations, mainly in the UK but possibly overseas. It will also be necessary to undertake some work outside of normal office hours. Up to 10 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

- To undertake duties and responsibilities commensurate with the post
- Responsible for ensuring that QiB's Safeguarding Policy is adhered to in all aspects of the role

# About this post



- Responsible for ensuring that QIB's Equal Opportunities Policy is adhered to in all aspects of the role
- Responsible for ensuring that QIB's Health & Safety Policy is adhered to at all times
- Responsible for ensuring that QIB's commitment to sustainability is adhered to in all aspects of the role
- Responsible for ensuring that QIB's Staff handbook is adhered to at all times.
- A commitment to championing equity, diversity and inclusion in our workplace community

## **SAFEGUARDING REQUIREMENTS**

- Completion of mandatory training modules on safeguarding adults and children

# About this post



## Essential knowledge

- Knowledge of and sympathy with Quaker values and approaches to peace
- Substantial knowledge of peace issues, which might include militarism, disarmament, human/sustainable security and different approaches to peacebuilding
- Knowledge of a range of different techniques and strategies needed to bring about social change.
- A good understanding of equity, diversity and inclusion in the workplace

## Essential experience

- Experience of designing and delivering relevant campaigning or advocacy strategies for social change.
- Experience of carrying out relevant research and policy analysis
- Experience of successfully advocating for progressive policy change on peace issues
- Experience of designing and delivering projects that support grassroots campaigners or community groups to contribute effectively to social change

## Essential skills

- Proven skills in strategically guiding a complex work programme, including designing, delivering and monitoring projects without close supervision
- Excellent oral and written communication skills. The ability to present complex information in a clear, persuasive and engaging way according to audience need
- Excellent interpersonal skills: ability to communicate and build effective working relationships with a broad range of people with differing levels of knowledge and experience
- Line management experience, or equivalent coaching or supervisory experience

- Good general IT skills using the standard Office package, electronic supporter mailing software and contact databases (or willingness and ability to learn)

## Desirables

- An understanding of Quaker structure and processes
- Experience of working with faith communities
- Developing and facilitating workshops and delivering talks
- Experience of working with and supporting a volunteer governance committee
- Experience of monitoring and evaluation of social change work



# About this post



## **Salary**

£40,534 (£50,668 pro rata) per annum – London  
£34,454 (£43,068 pro rata) per annum – regional

## **Location**

Based at our offices in London (NW1) or Leeds (LS2) or at home if you do not live within reasonable commuting distances from these offices. Office 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**

While the role is 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**

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. After 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. Parents expecting multiple births will receive an additional two weeks of parental leave. Staff undergoing IVF treatment will receive 10 days paid leave to attend their appointments and up to 5 days paid leave for staff who wish to accompany their partner to appointments who are receiving IVF treatment in any 12-month period.

# About this post



Quakers have a faith commitment to equality and encourage and welcome applications for posts from people of all identities and backgrounds. As a result of our recruitment practices, individuals will be selected only based on their relevant skills, experience, qualifications and abilities. We work hard to ensure that a candidate's age, belief, disability, ethnicity, gender, gender reassignment, marital status, nationality, neurodivergence, race, religion, sex, sexual orientation or social class will not be a barrier to working for Quakers in Britain. As a Quaker organisation we expect all applicants and employees to uphold our values.

We aim to operate an equitable and user-friendly application process for all candidates. If you need any reasonable adjustments during the application process, please contact our People Team.

Quakers in Britain is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share and uphold this commitment. Our recruitment and selection process reflects our commitment to safeguarding, and the suitability of all candidates will be assessed during recruitment in line with our Safer Recruitment guidelines. Successful candidates will be subject to pre-employment checks in line with these guidelines.

The successful candidate will be required to undergo Safer Recruitment pre-employment checks, including:

- Right to work check
- References, including your current line manager

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

The closing date for applications is:

**8am on 2 June 2025.**

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 Leeds on **16 or 17 June 2025.**