

Quakers in  
Britain



# Application Pack

## Workplace Equity Coordinator



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[www.quaker.org.uk](http://www.quaker.org.uk) | Registered charity number 1127633

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# Introduction



**Patrick Goh**  
**Head of People Team**

This is an exciting time to join us and make a real impact on equity, inclusion and belonging in our workplace community. Quakers in Britain is a semi-dispersed workplace, including on-site, largely remote, place-based and hybrid working.

We believe that belonging includes everyone. As such, we embrace the notion of universal positive regard for all members of our workplace community.

We are working hard to co-create an equitable culture built on inclusivity and acceptance, where different experiences are appreciated, and diversity is celebrated. To achieve this, we have staff whose roles are focused on EDI, and champions who work collaboratively to co-create the inclusive workplace culture we want. To advance this work, we are looking for someone to help and coordinate all EDI-related activities and initiatives.

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 diverse staff share these values and support that work as we seek to make a difference.

If you would like to join our friendly, collaborative People 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,

Patrick Goh

Head of People Team

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If you would like an informal chat about the role before applying, please email [patrickg@quaker.org.uk](mailto:patrickg@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/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).



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).

You can download our Trustees annual report and financial statements here: [www.quaker.org.uk/annualreport](http://www.quaker.org.uk/annualreport)



# Our values



## 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 Britain Yearly Meeting



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.

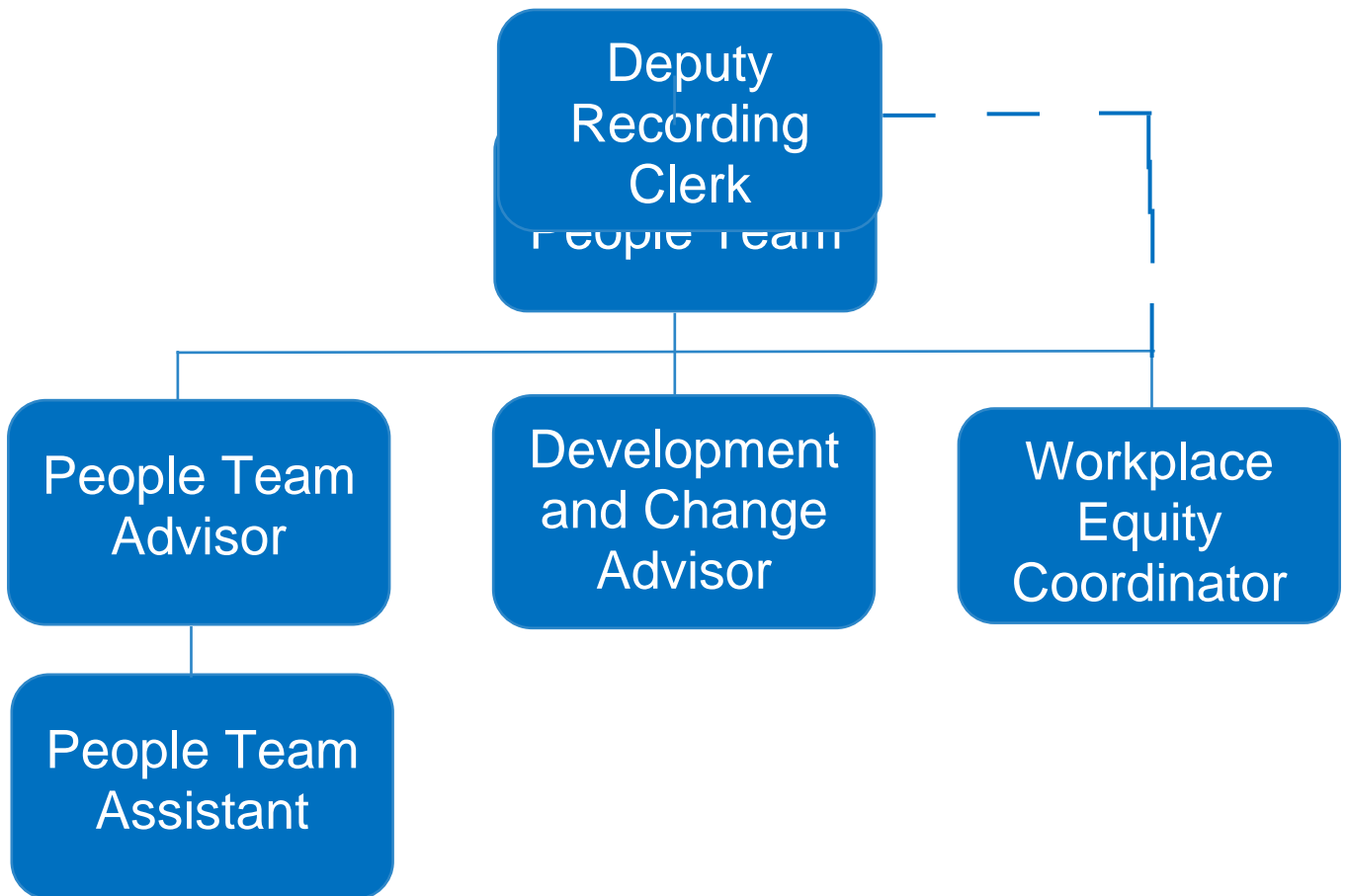
## You can find out more:

- 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).



## Organisation chart

### The People Team



The Workplace Equity Coordinator is part of People Team.

# About this post



## 1. Job purpose

Quakers in Britain (QiB) is committed to fostering inclusivity, diversity, equity, and radical acceptance in our workplaces, where difference is not just tolerated but valued and appreciated. We are specifically committed to becoming an anti-racist faith organisation. Following a workplace equity audit, the organisation's EDI Working Group has agreed a vision statement, developed a high-level action plan, initiated all staff training and begun to review and co-create policies through an EDI lens. The post holder is responsible for coordinating and delivering our action plan and our broader equity and justice objectives, which intersect.

This role will be the central point connecting the areas in which equity and justice work is ongoing and will help to drive this agenda and co-create accountability for making progress. The successful candidate will build strong relationships across the organisation in order to determine action and direction in this work.

## 2. Key accountabilities and main tasks

1. Holding accountability for delivery of the EDI action plan – including updates to stakeholders, evaluation and review
2. Working closely with the Staff EDI Working Group in support of this work
3. Supporting and creating opportunities for more ad hoc groups and individual staff to engage with EDI work
4. Connecting with staff identity groups and enabling their engagement with EDI workstreams
5. Working with the People Team on employee wellbeing relating to diversity and inclusion

6. Co-work with staff, as needed, on specific EDI issues/needs, e.g., helping staff access neurodiversity support, advising staff and managers on specific EDI concerns, etc.
7. Co-work with the Head of the People Team, Change Adviser and EDI Coordinator on EDI training and development.
8. Co-work with the People Business Partner on employee relations issues that involve EDI elements, including grievances, mediation, coaching, etc
9. Acting as a critical friend to Management Meeting, the People Team and the EDI Working Group to help these groups ensure formal and informal employee processes, particularly those which are used when a disclosure of discrimination or inequity is made, are held in a people-centred way

Working closely with the EDI Coordinator to ensure that equity and justice work in the workplace and the Quaker community is aligned.

## 3. Intellectual demands

This role requires:

- An understanding of equity and justice issues, including and beyond protected characteristics, and how they play out in the workplace
- A creative and methodical approach, effectively understanding the different equity and justice work strands and how they can be integrated into a single cross-organisational project plan





- A proactive approach to stakeholder engagement, and the ability to build and maintain relationships with a wide range of colleagues and stakeholders
- An ability to contribute to forward planning and agreeing objectives and priorities, assessing effectiveness of work and course correcting where necessary
- The ability to develop, source and deliver interventions in response to equity and justice issues as reflected in the EDI Action Plan
- The ability to hold build frameworks of accountability for delivery of equity and justice work, outside of the framework of a line management relationship

#### **4. Judgements**

This role will play an important role in working towards a time when Quakers in Britain is experienced as an equitable and just workplace by all staff. This will require:

- familiarity with, and the ability to assess, the appropriateness and effectiveness of equity and justice interventions.
- familiarity with, and the ability to assess, the appropriateness and effectiveness of workplace systems.
- the ability to use different levels and types of consultation.
- This role will need to build a robust relationship with management in order to act as a critical friend in supporting delivery of this work.
- Ability to manage conversations about controversial or sensitive subjects
- Ability to build effective and respectful relationships and to

recognise and respond to, the varied skills, contributions and support needs of Quakers and others we work with.

#### **5. Use of resources**

There will be a small amount of budgetary responsibility for this role.

#### **6. Communications**

**Internal: approx. 90%**

- Colleagues in all departments in Britain Yearly Meeting
- Colleagues in the Quiet Company, based at Friends House in London, and at Swarthmoor Hall in Cumbria
- Management Meeting and on occasion BYM Trustees
- Key relations will be with the Head of People, the EDI Co-ordinator, the Deputy Recording Clerk and the CEO of the Quiet Company.

**External: approx. 10%**

- Equity and Justice practitioners in other organizations, including related Quaker organizations.

#### **7. Physical demands & co-ordination**

There are no unusual physical demands in this role

#### **8. Working conditions**

This role can be based in Friends House in London and it is suitable for hybrid working, with an expectation of weekly time alongside colleagues. There may be a need for occasional work outside normal office hours, for which TOIL would be taken.



## 9. Other responsibilities

- Responsible for ensuring that Britain Yearly Meeting's Equal Opportunities and Dignity at Work Policy is adhered to in all aspects of the role
- Responsible for ensuring that Britain Yearly Meeting's Health & Safety Policy is adhered to at all times
- Responsible for ensuring that Britain Yearly Meeting's commitment to sustainability is adhered to in all aspects of the role
- To undertake duties and responsibilities commensurate with the post

# Person specification



This is list of the attributes that the Workplace Equity Coordinator 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

- A good understanding of current and innovative practice, and the ability to articulate the importance of equity and justice in the workplace
- Knowledge of effective project management techniques, including objective setting, scheduling, communication and driving outcomes.

## Essential experience

- Experience of working on a wide range of Equity and Justice matters
- Experience of project management and co-ordination
- Experience of developing and maintaining effective relationships with stakeholders

## Essential skills

- Good IT skills, including the ability to use Microsoft 365/Office and a demonstrable ability to learn and use different types of software as required
- Good communication skills, in particular the ability to build and share a vision for equity and justice work
- Strong interpersonal skills, including the ability to build and maintain accountable relationships with colleagues and engage effectively with stakeholders

- Good organisational skills, taking a methodical approach to their work and ensuring that progress is maintained
- Good influencing skills across organisational spectrum
- The ability to operate on their own initiative

## Desirables

- Understanding of Quaker (or other faith group) values and their relevance in the workplace
- Whole Systems/systemic approaches to organisational change

# Salary & benefits



## **Salary**

£24,156 (£40,261 pro-rata) per annum – London

£20,543 (£34,224 pro-rata) per annum – 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 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**

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 more than 26 weeks service before your baby is born or you adopt, you will be entitled to 16 weeks full pay, followed by 18 weeks half pay and 5 weeks 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.

# How to apply



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

The closing date for applications is:

**9am, Tuesday 12 March 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-person on Thursday 20 or Friday 21 March.**

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.

