Quakers in Britain

Application Pack

Yearly Meeting Gathering Project Manager (fixed term to 30 September 2027)



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www.quaker.org.uk | Registered charity number 1127633

Introduction



Suzy Lidbury

Head of Governance & Events

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.

On 24-28 July 2027, Quakers in Britain are meeting for a 4 day residential Yearly Meeting Gathering at the University of Hull.

This will be the first such Gathering for over 10 years. It is an opportunity for Friends of all ages to come together to consider more deeply the direction for Quakers in Britain and to develop community. This time, the business will focus on the first draft of a new Book of Discipline, *Our Quaker Way*.

We expect about 1,300 Friends to join both on site in Hull and in person.

The Project Manager will coordinate the smooth delivery of the Gathering. They will bring additional capacity and will work closely with an experienced Events Team, other stakeholders across the organisation and the University of Hull.

An additional fixed term role will also be recruited to support delivery of the Gathering.

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 are not all Quakers, but we share those values and support that work.

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.

If you want to join our friendly, collaborative team we look forward to receiving your application.

Regards,

Suzy Lidbury
Head of Governance & Events

If you would like an informal chat about the role before applying please email Suzy Lidbury at SuzyL@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.

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 regular assembly of the Quaker church in Britain. Yearly Meeting is when Quakers gather in worship to connect, explore current concerns and discern the way ahead. This Spirit-led decision-making guides our work. The Yearly Meeting Gathering in 2027 will be an extended residential session of Yearly Meeting.

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 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 QiB, the work of our commercial trading subsidiary and our ethical investment portfolio and properties.
- **Quaker Commercial** operate Friends House as a major events venue - including *The Quaker Bookshop* and *Seed Café* - and Swarthmoor Hall in Cumbria. This is done through a wholly-owned trading subsidiary, with the department's staff embedded within and contracted by QiB. All profits are gift-aided to our charity to support and enable Quaker work: **friendshouse.co.uk**.

You can read more about our governance structures here www.quaker.org.uk/structure.

You can download our Trustees annual report and financial statements here: 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.



Working for Quakers in Britain

Quakers in Britain is a national charity employing approx. 180 people. Our staff work remotely and from offices in London, Leeds and Cumbria. Our 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 about 70 '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.

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.

Quakers share a way of life rather than a set of beliefs. We seek to experience God directly, within ourselves and in our relationships with others and the world around us.

Quakers are ordinary people, who try to live their values as best as 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.

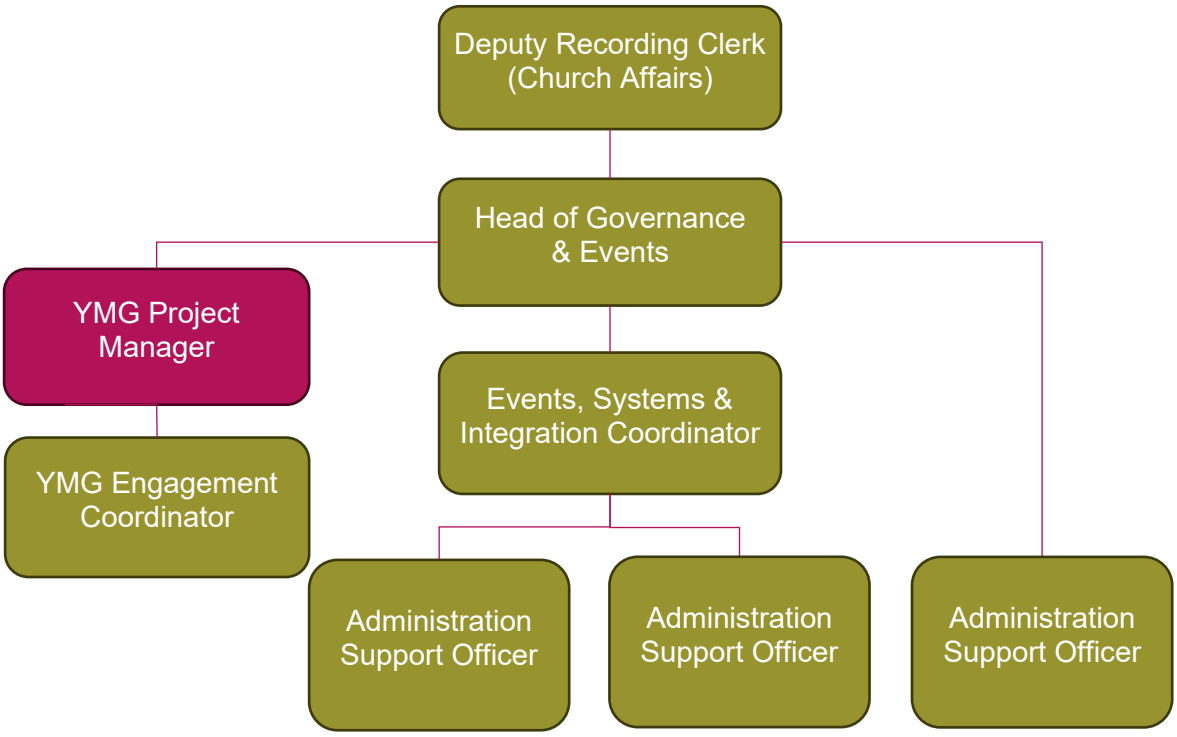
About the team

QIB Events Team

The Events Team is part of the Quaker Church Affairs department.

The department brings together functions that enable Quakers in Britain, as a national community, to thrive. It achieves this through:

- Stewardship of the story of Quakers (in Britain), through our archives and records management,
- Enabling Quakers to gather and meet in inclusive, safe environments
- Supporting an effective, inclusive governance committee structure which is fit for the future
- Supporting good governance of the national charity which supports the church.



About this post

1. Job Purpose

The YMG Project Manager will project manage the successful delivery of Yearly Meeting Gathering (YMG), an all-age residential event for Quakers being held at the University of Hull from 24 – 28 July 2027.

Yearly Meeting is the highest constitutional authority for Quakers in Britain. Holding Yearly Meeting (YM) as a residential gathering enables Quakers to consider the business in more depth but also to spend time together to develop as a spiritual community.

The YMG Project Manager is a member of the Quaker Church Affairs Events Team which delivers the logistical elements of YMG, and other YM sessions through the year. They work together with

- the Governance Team which delivers the content,
- the Publications Team which prepares the publications and
- the Children & Young People's Team which manages the children and young people's programme and is key to the success of creating an all-age community.

The role includes, but is not limited to:

a) Development of the delivery plan for logistical elements of YMG, identifying milestones and tracking methods.
b) Venue and supplier management
c) Budget management
d) Risk management
e) Stakeholder management
f) Logistics and operations, including delegate management
g) On-site delivery
h) Evaluation and reporting



2. Key Accountabilities & Main Tasks

The following outcomes are expected to be achieved by the post-holder:

a) Development of the delivery plan for logistical elements of YMG identifying milestones and tracking methods

- Develop existing outline plans and tools (in MS Planner) to create a clear delivery plan that identifies milestones, interdependencies with the ability to track and monitor progress.
- Liaise with key stakeholders to identify accountabilities and ensure timelines are realistic.
- Provide regular progress reports to the Head of Governance and YMG oversight group which will also include updates on the main tasks below.

b) Venue and supplier management

- Ensure appropriate contracts are in place
- Act as the primary contact for the venue and key suppliers.
- Follow the QIB Procurement Process as appropriate to secure services which ensures QIB gets best value for money.
- Ensure the venue and suppliers are able to deliver services and resources which are fit for purpose and as described on time and within budget.
- Identify savings where possible.
- Work with the venue and suppliers to identify sustainability improvements in line with QIB commitment to sustainability.

c) Budget management

- Use QIB reporting tools to monitor budget and cost control.
- Identify and report potential overspends as early as possible
- Report on budget spend to Head of Governance
- Liaise with the finance team to reconcile expenditure and income

d) Risk management

- Develop the risk register for YMG, identifying impact and likelihood and working with risk owners and key stakeholders to agree and implement mitigations.
- Monitor the risk register regularly to ensure mitigations are being carried out and update as necessary.
- Report key risks to the Head of Governance
- Identify any insurance requirements

e) Stakeholder management

- Identify key stakeholders, both internal and external
- Ensure stakeholders have appropriate opportunities to feed into the planning and delivery and are aware of deadlines
- Work together with the Children & Young People's Team to ensure all ages are considered in the planning and delivery.

f) Logistics and operations, including delegate management

- Create room allocation plans that maximise the use of rooms, balancing cost-efficiency with the needs of children & young people, safeguarding and accessibility requirements.
- Ensure appropriate health and safety compliance
- Ensure rooms are booked for staff, roleholders and volunteers.
- Liaise with Event Coordinator to ensure there is an appropriate robust and secure booking and payment system available by beginning of February 2027 when bookings go live.
- Liaise with other Quaker groups that may be attending YMG to identify and manage their rooming requirements and other

support.

- Liaise with Audio Visual staff at QIB and the venue to ensure appropriate facilities are in place for a fully hybrid event (in person and by Zoom).
- Liaise with IT Team to ensure sufficient Zoom licences are available
- Keep track of booking numbers and identify waiting list requirements, to support decision making by the steering group in relation to adjustments in potential income or logistical arrangements.
- Arrange couriers as appropriate to transport resources to and from the venue.
- Ensure there are appropriate registration facilities, responsive to capacity requirements and attendee numbers, to receive and welcome participants when they arrive.
- Ensure appropriate pastoral support and first aid arrangements are in place
- Ensure there are sufficient volunteers, that each has a clear rota and briefings, training and safeguarding checks according to their role. Identify and recommend staffing needs and rotas for onsite and online event support and liaise with Head of Governance to put this in place.

g) On-site delivery

- Set up daily briefings with the venue and key stakeholders.
- oversee set up and packing up.
- Oversee registration, ensuring sufficient staff and volunteers on hand.
- Troubleshoot and escalate to Head of Governance as appropriate.

Evaluation and reporting

- Ensure evaluation form is ready in good time and sent promptly after YMG
- Gather staff feedback
- Analyse responses from participants and staff and prepare reports for the organising committee, the events team and senior staff to enable learning.

3. Intellectual Demands

The postholder will be required to:

- Analyse information from multiple stakeholders and translate it into practical event delivery plans.
- Identify interdependencies between workstreams and anticipate potential risks, issues and resource constraints.
- Balance competing priorities, deadlines and stakeholder requirements throughout the planning and delivery of the event.
- Interpret financial, operational and booking data to inform planning decisions and identify trends or potential concerns.
- Evaluate options and make recommendations relating to venue usage, supplier arrangements, event logistics and operational processes.
- Anticipate and resolve problems before they affect the successful delivery of the event.
- Review feedback and evaluation data to identify lessons learned and recommendations for future events.

4. Judgement

The postholder will be supported and supervised in their work. However, they will be expected to exercise sound judgement and work on their own initiative in the following areas:

- Prioritising activities and resources to ensure key milestones and deadlines are achieved.
- Assessing operational risks and determining when issues can be managed independently or require escalation to the line manager.
- Making recommendations regarding venue, accommodation and room allocation arrangements, taking account of safeguarding, accessibility and operational requirements.
- Determining appropriate action when dealing with changes to bookings, attendance levels, supplier performance or logistical arrangements.
- Identifying and implementing cost-saving opportunities whilst maintaining the quality and safety of the event.
- Judging the most effective methods of communication and engagement with a range of stakeholders, including staff, volunteers, suppliers and participants.
- Responding appropriately to unexpected operational issues during the event and making timely decisions to minimise disruption.
- Ensuring that safeguarding, health and safety, equality, diversity and inclusion considerations are taken into account in planning and delivery decisions.
- Determining when specialist advice from colleagues such as Finance, IT, Safeguarding or Health & Safety teams is required.

4. Use of Resources

- Handling confidential information according to QiB policies.
- Using a range of established and new IT resources to gather and record information and provide timely, accurate and meaningful reports for colleagues and stakeholders.

5. Communications

70% of communication to paid staff

- Communicate effectively within the Quaker Church Affairs team and across the organisation to enable collaboration and ensure deadlines are met.
- Communicate effectively with the YMG Oversight Staff Group and Head of Governance and Events, ensuring they are kept abreast of progress, risks and challenges.

30% of communication to external stakeholders and suppliers

- The post-holder will engage with the venue, suppliers, committee members and volunteers.

6. Physical Demands & Co-ordination

- Moving of event equipment and resources

7. Working Conditions

- Working hours are 21 hours per week, to include Tuesdays (core team day). Some work out of normal office hours, including evenings and occasional weekends may be necessary to enable collaboration with external stakeholders. Time off in lieu is available.
- Travel to University of Hull for planning meetings
- During YMG the work will be full time on site in the University of Hull for about 7 days, from 22 July for set up through to 28 July for clear up.

8. Other Responsibilities

- Undertake duties and responsibilities in-keeping with the post

- Champion equity, diversity and inclusion in our workplace community
- Adhere to QiB's commitment to sustainability
- Contribute to departmental and organisational reporting on impact, monitoring & evaluation as required
- Support the QiB Leadership Framework
- Understand and follow QiB's policies and procedures at all times
- Understand and follow QiB's Staff Handbook at all times
- A commitment to championing equity, diversity and inclusion in our workplace community

9. Safeguarding Requirements:

- Completion of mandatory training modules on safeguarding adults, including annual refresher training.

Salary & benefits

Salary
£27,654 (£46,091 pro rata) plus £3,900 London Weighting (if applicable). This is a fixed term role until 30 September 2027

Location
Based at our offices in London (NW1) or Leeds (LS2) 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. Hours can be worked flexibly by agreement.

Flexible working options
We are open to requests for 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 which provides subsidised meals as well as a bookshop selling ethically sourced goods.

Cycle to work scheme
This scheme helps spread the cost of a work bike and/or accessories over monthly tax-free instalments.

Annual Season Ticket Loan
After successful completion of probation, we can provide 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 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. All staff with more than 26 weeks service will receive 16 weeks full pay, followed by18 weeks half pay and 5 weeks SMP consecutively. Parents expecting multiple births will receive an additional two weeks of parental leave. Staff undergoing recognised fertility 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 recognised fertility treatment in any 12-month period.

How to apply

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
- DBS check/international police check (if necessary) may be required for this role

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

The closing date for applications is:

9am, Wednesday 9 December.

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 on **Wednesday 16 December.**

