



Application Pack

Young People's Integration Coordinator





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Introduction



Catherine Waithaka
Integration Manager

This is a fantastic opportunity to nurture a sense of belonging for young Quakers.

Thank you for your interest in joining the Integration team at Quakers in Britain. We support Quakers to explore and develop emerging concerns, including becoming an inclusive and diverse church.

Our work with young people is central to this. We want them to experience a transformative faith that is integrated into the life of the community through worship, witness and governance.

We are a small, supportive team with a passion for developing events with and for Quakers. We are a key part of the wider Quaker Church Affairs department.

It's a busy environment but a lovely, values-based organisation to work for.

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

We look forward to reading your application.

Regards

Catherine Waithaka
Integration Manager

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

About us



About Quakers

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

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

You can read more about the story of Quakers at www.quaker.org.uk/intro-quakers.

About Britain Yearly Meeting

Britain Yearly Meeting (BYM) is the national umbrella organisation for Quaker meetings in Britain. We provide events and support services to nearly 500 local Quaker meetings across Britain, carry out peace, sustainability & social justice work on their behalf, and work to raise public awareness of Quakerism.

All Quakers in Britain are invited to come together at Yearly Meeting (the annual sessions of Britain Yearly Meeting), which meets to explore, through worship, the issues of concern to British Quakers, and to guide the work of the national charity.

We are a registered charity with an annual turnover of around £12m. Responsibility for the charity lies with the fifteen Trustees of Britain Yearly Meeting, appointed from among the Quaker community. We are based at Friends House (opposite Euston station in central London), which houses our central offices accommodating 150 staff.

You can download our Trustees Annual Report & Financial Statements here: www.quaker.org.uk/annualreport.

The work of Britain Yearly Meeting is carried out by five departments:

- Quaker Life supports Quaker meetings in their life and worship, oversees Quaker outreach, provides training, and organises events for children and young people.
- 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 their local activities.
- Quaker Communications & Fundraising is made up of four teams providing: advocacy and media, content and publications, websites and e-news, and fundraising.
- Quaker Church Affairs enables Quakers in Britain, as a national community, to thrive, through stewardship, events, and governance. It is underpinned by work on equity and justice in these structures.
- 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 at 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 stop us being genuine communities. It also means working with people who suffer injustice, such as prisoners of conscience and asylum seekers. We campaigned for independent juries in the 17th century, for marriage equality in the 21st, and for a range of things in between.

Peace

Quakers are perhaps best known for our peace testimony. It comes from our belief that love is at the

centre of existence and that all human life is of equal worth. It has led Quakers to refuse military service and work creatively for peace. This has ranged from practical work in areas affected by violent conflict to developing alternatives to violence at all levels. This could be personal or international.

Truth and integrity

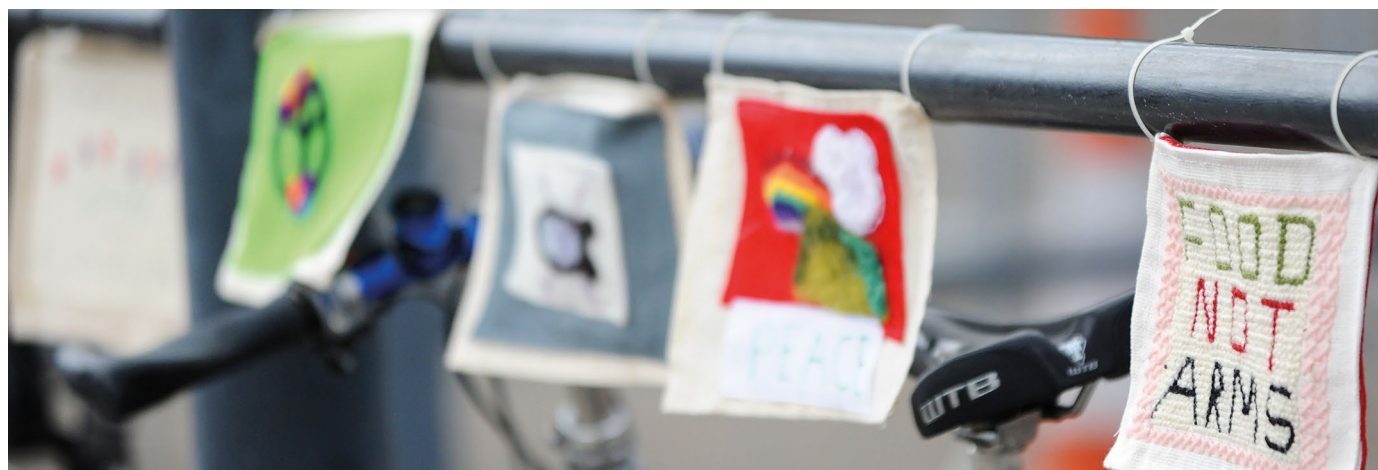
Quakers try to live according to the deepest truth we know, and we connect most deeply to this in the stillness of worship. This means speaking the truth at all times, including to people in positions of power. As we are guided by integrity, so we expect to see it in public life.

Simplicity and sustainability

Quakers are concerned about excess and waste in our society. We want to make sure our use of natural resources is sustainable. We try to live simply and to find space for the things that really matter: the people around us, the natural world, and our experience of stillness.

The process of living out our faith is often called Quaker Witness – you can find out more about Quaker work by listening to our podcast:

www.quaker.org.uk/our-work/podcast.



Working for Britain Yearly Meeting



Britain Yearly Meeting is a national charity employing around 200 people. Its purpose is to work for, with and on behalf of all Quakers in Britain.

About our organisation

Quakers is the name often used for the Religious Society of Friends. Although we have our roots in Christianity, we also find meaning and value in the teachings and insights of other faiths and traditions.

In Britain there are about 20,000 Quakers. We have 500 local Quaker Meetings, grouped into 72 'area meeting' charities. All these charities are affiliated to Britain Yearly Meeting (BYM).

Britain Yearly Meeting (BYM) is a charity, formally known as 'Britain Yearly Meeting of the Religious Society of Friends'. The trustees are appointed by and accountable to British Quakers; and because this work is done for and on behalf of Quakers from the whole of Britain, the work we do is known as 'centrally-managed work'.

A Quaker workplace

We aim for our workplace to be consistent with Quaker values - broadly the same as most well-run progressive organisations. For example:

- We expect staff to respect each person regardless of age, race, religion, gender, transgender status, sex, sexual orientation, disability, marital or civil partnership status
- We avoid unjustifiable and unlawful discrimination in our employment practices
- We follow good employment practice, with clear and supportive line management
- We have a 1:4 ratio between the lowest and highest salaries
- We aim to be open and honest in all our work
- We avoid titles such as 'Mrs' or 'Mr'
- Very few jobs with BYM are restricted to Quakers, although about 1/3 of the staff are Quakers or linked to Quakers in some way.

The Quaker way of life

The Quaker way is based on silent worship, as a way to help people connect directly to God. Quakerism began in Britain in the 17th century. Its roots are in radical Christianity, although today not all Quakers call themselves Christian.

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

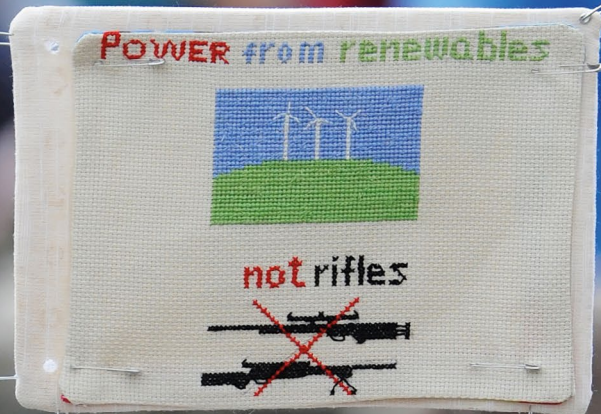
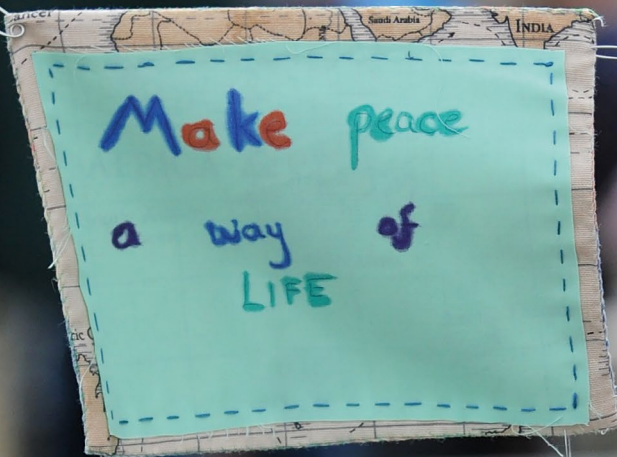
Quakers are ordinary people, who try to live their values they can. This leads many Quakers to work for a better world.

Values that are important to us include truth and integrity; simplicity; equality; peace; and sustainability.

You do not need to be a Quaker to worship with us at one of our meetings.

You can find out more:

- From our website: www.quaker.org.uk.
- By reading *Advices & 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



Integration team

The Integration team is part of the Quaker Church Affairs department, whose objectives are:

- stewardship of the story of Quakers (in Britain), supporting a shared identity for our national Quaker community
- enabling Quakers to gather and meet in inclusive, safe environments
- supporting Quakers to explore and develop emerging concerns together; including becoming an inclusive and diverse church
- supporting an effective, inclusive governance committee structure that is fit for the future

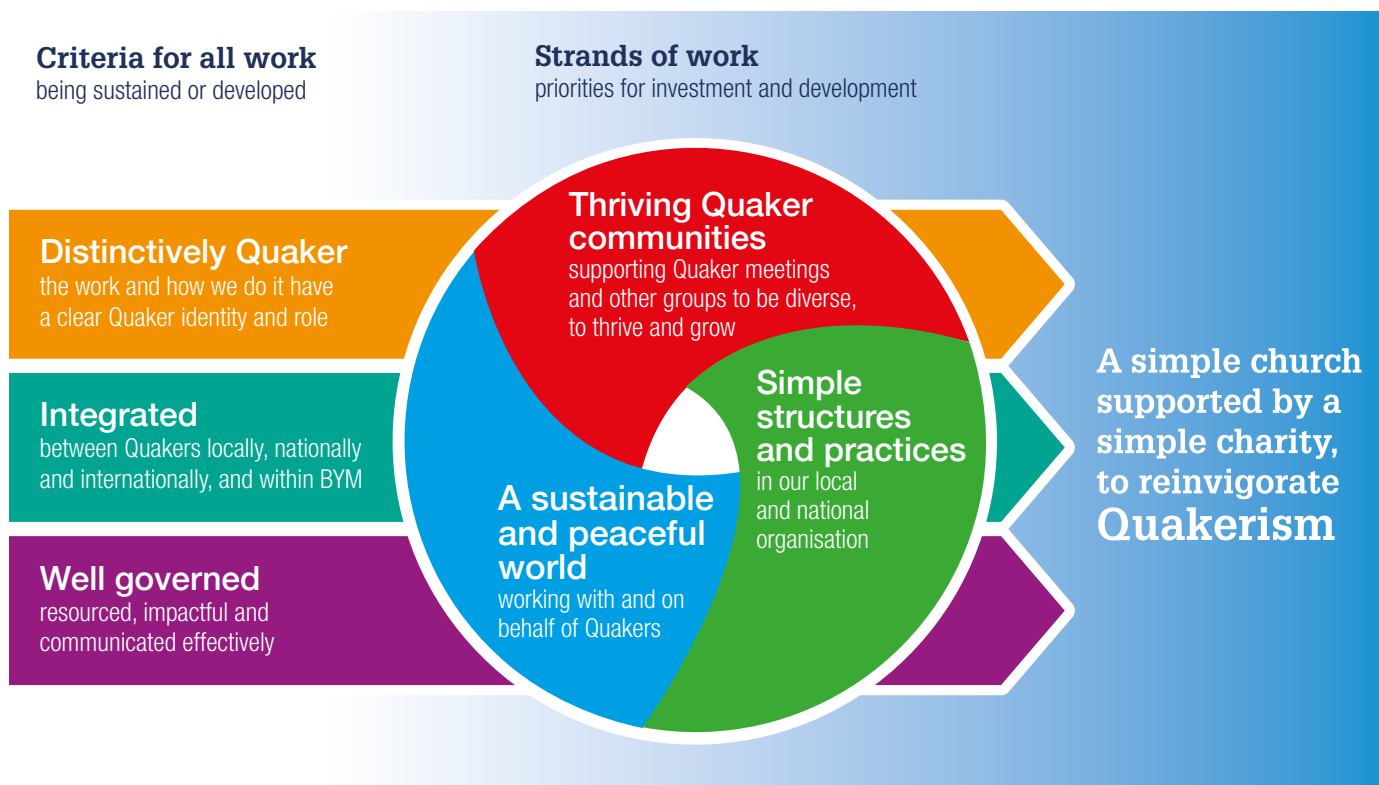
- good governance of the national charity that supports the church.

The Integration team works with colleagues from across the organisation to deliver an enriching programme of events, including key governance events for Quakers in Britain. We also support other BYM departments to run events.

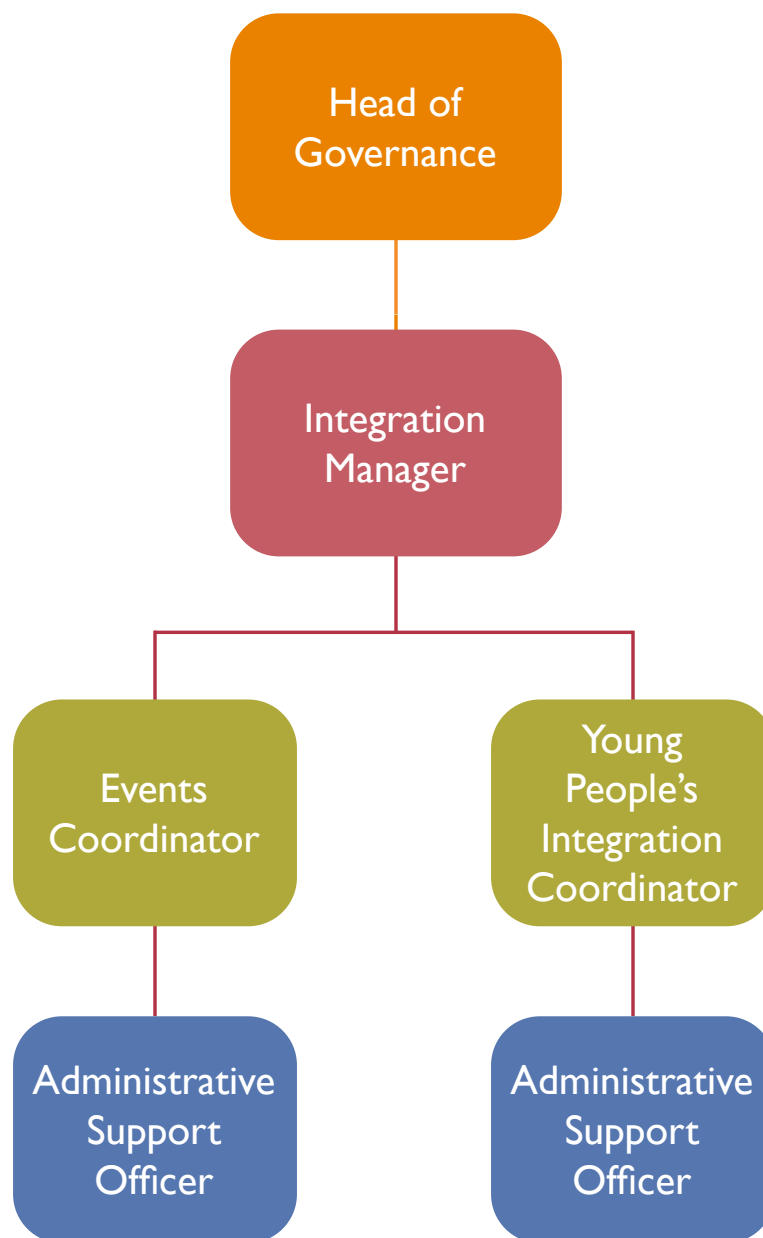
Our focus is on supporting a more diverse Quaker community by promoting integration, equity and diversity, and we work with others to remove barriers to participation.

Our faith in the future

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



Organisation chart



About this post



Job purpose

You will work with the Integration Manager to:

- maintain a focus on young people's integration throughout church and charity systems, structures and processes
- develop and embed the Young People's Integration policy and strategy
- develop and maintain young people's personal and faith development. Develop interventions to aid effective transitions
- play a key operational role in the management and delivery of national events for youth, children, and families.

1. Key accountabilities and main tasks

The postholder is expected to achieve the following outcomes:

Integration:

- Work in partnership with the Governance and YCF (Youth, Children and Families) teams to lead on the creation of a young people's integration strategy and policy.
- Monitor and evaluate young people's integration in the life of Britain Yearly Meeting.
- Promote young people's integration in governance, witness and worship.
- Nurture and develop opportunities for faith formation – centring listening and accompaniment.
- Develop innovative responses to times of transition. Implement interventions to nourish and support connections at a national level.
- Coordinate the ongoing development and maintenance of online information for young Quakers.

Events:

- Be the liaison between YCF and QCA (Quaker Church Affairs), maintaining communication about event logistics and delivery.
- Support the YCF team in the provision of online youth work.

- Maintain a coordinated approach to age-appropriate programmes at Yearly Meeting. Act as the link between the YCF team and Yearly Meeting Agenda Committee.
- Contribute to the safer recruitment of adult volunteers for national BYM events. Lead on the development, management and support of these teams for events for the over-15s.

Lead on the event management, planning, organisation, delivery and coordination of:

- Junior Yearly Meeting (the annual event for 15–18-year-olds).
- the Accompanying offer (for 15–18-year-olds to attend events aimed at adults).

Support of young people:

- Manage, review and develop the Facilitation and Leadership training course. Run in collaboration with Woodbrooke (for 16–21-year-olds).
- Support the development of young people as leaders and facilitators on event teams.
- Manage the Quaker Youth Work Recognition Scheme.
- Support young people participating in governance bodies.

Resources:

- Contribute to the development, production and promotion of resources.
- Oversee the YCF resources store.

Networking:

- Build and maintain networks internally and with external organisations.

2. Intellectual demands

The post requires knowledge of approaches and interventions to improve integration. These include:

- skills in equity and diversity
- knowledge of faith-based youth work
- competence in navigating governance structures and organisational culture.

About this post



Group work and communication theory and skills are essential to deliver participatory events. This role requires understanding of wellbeing, safeguarding and additional needs.

A close attention to detail is necessary, along with the ability to prioritise, delegate and execute tasks efficiently and accurately. This will be supported by the ability to work within the structures and systems of the organisation.

3. Judgements

The postholder will collaborate to develop a young people's integration strategy. When supporting planning groups, discretion and initiative is required. You will support volunteers in complex and emotionally demanding situations while working proactively to limit such problems occurring. You will make decisions in response to wellbeing, safeguarding and additional needs, and you will manage sensitive and confidential information. This role requires the ability to work with minimal administrative support, and to manage a complex and demanding workload.

4. Use of resources

The postholder will manage the Administrative Support Officer (whose role includes work on YCF events). You will be responsible for the young people's integration budget areas. The role also involves managing mixed-age volunteer teams.

5. Communications

Internal: 60% (paid staff)

The postholder will communicate with staff from across BYM to maintain the representation and involvement of young people. You will work collaboratively with the YCF and Governance teams and on our Inclusion and Diversity work. You will also develop and strengthen links with the Quaker Peace & Social Witness department.

External: 40% (unpaid staff, stakeholders)

The postholder will work with a range of stakeholders. For example, you will liaise with participants and family members and handle confidential information to ensure their welfare during events. This includes effective communication with volunteers in relation to these needs. You will produce promotional materials and documents for events and be comfortable working with online platforms. You will also network with external agencies to further young people's integration.

6. Working conditions & emotional demands

The role may be hybrid-based, with a BYM hub and home being your regular places of work. The nature of the role requires long working days at residential events. The role also involves managing the YCF resources store at Friends House in London, which includes moving and handling equipment.

To ensure the safety and welfare of young people, the postholder will need to manage regular weekend commitments (including regular travel) and evening youth groups (online). Excellent boundaries are essential to ensure a healthy work-life balance and appropriate relationships with young people.

Other responsibilities

- To ensure that the following are adhered to in all aspects of the role:
 - › BYM's Safeguarding Policy
 - › BYM's Equal Opportunities Policy
 - › BYM's Health & Safety Policy
 - › BYM's commitment to sustainability
 - › BYM's Staff Handbook
 - › BYM's policies for Youth, Children and Families, including expectations for volunteers and staff.
- To undertake duties and responsibilities commensurate with the post.

Person specification



This is a list of the attributes that a Young People's Integration 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.

This post is subject to an enhanced (regulated) criminal records disclosure, including the children's barred list through DDC (Due Diligence Checking).

Essential knowledge

- Knowledge of and sympathy with Quaker values, practice, spirituality and ethos.
- Specialist knowledge of participation and integration methods and approaches.
- How to apply an understanding of current trends and issues in faith-based youth work.
- Knowledge of group work and facilitation theory and skills.
- How to safeguard the health and well-being of young people and adult volunteers, with an understanding of safeguarding in a faith community.

Essential qualifications

- A JNC level 2 youth work qualification, equivalent, or significant relevant experience.

Essential experience

- Working with 11–21-year-olds, especially in informal settings.
- Group work, facilitation and embedding young people in decision-making.
- Working with, training, managing and developing volunteers.
- Implementing and championing young people's integration within organisations.
- Organising and delivering residential events for young people.

Essential skills

- Excellent administrative skills; thorough and conscientious.
- Can plan effectively, prioritise and manage time.
- Able to promote, deliver, monitor and evaluate work with young people.
- Able to critically reflect on own values, attitudes and practice. Values and implements learning.
- Able to promote equity and justice by:
 - › identifying and removing barriers
 - › facilitating learning
 - › cultivating community
 - › empowering people.
- Able to work in a supportive and collaborative way with colleagues and volunteers, always encouraging development.
- Able to assess, mitigate, manage and respond to issues relating to the safety and welfare of participants.
- Skilled at navigating structures and barriers through relationship-building, advocacy and coordination.
- Able to encourage the exploration of faith through intergenerational engagement and integration.
- Able to work within professional boundaries, upholding the Society's image and values.
- Able to work within the structures of the organisation, including project and budget management skills.
- Knowledge of Microsoft Office, including Word, Excel, PowerPoint and Outlook; online meeting tools such as Zoom and Teams; databases.

Desirables

- Experience of working in a faith context.
- Knowledge of Quaker beliefs and practices, including Quaker decision-making, culture and structures.
- Experience of using social media platforms such as Tik Tok and Instagram, and of website management.

Person specification



Required commitments

The following non-negotiable commitments are associated with this role (with further dates to be confirmed on appointment):

2022

24 September (if possible): online

14–16 October: Birmingham

12–13 November: online

2–4 December: online

10 December: online

7pm–9pm every Thursday from 20 October
to 8 December: online

2023

13–15 January: London

27–29 January: London

3–5 February: Derbyshire

10–12 March: London

28 March – 4 April: Northamptonshire

15 April: TBC

28 April – 1 May: London

Note

This job description and person specification is provided as a guide to the main duties and responsibilities of the post as is presently constituted. In accordance with BYM's policies, it will be regularly reviewed with the postholder. The postholder is required to work flexibly and, after consultation, to undertake such other duties as may be reasonably required, commensurate with the level of the post.

Salary and benefits



Salary

£35,610–£40,864 – London
£30,271–£34,734 – 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 from home some of the time by agreement. For those based outside London, regular travel to our London office should be expected. This will require overnight stays, for which legitimate expenses will be paid.

Hours of work

Our working week is 35 hours per week. There is some flexibility around daily start and finish times.

BYM operates a time-owed-in-lieu system for agreed work that may be required over and above contracted hours. Being *in loco parentis* requires being on call overnight.

Flexible working options

We are open to discussions about flexible working patterns.

Holiday

27 days a year (pro rata) plus bank holidays and three days for Christmas closure.

Subsidised café and restaurant

We have an on-site café that provides subsidised meals, as well as a bookshop selling ethically sourced goods.

Cycle-to-work scheme

We offer a cycle-to-work scheme that 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 can provide you 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 period of unpaid sabbatical leave after five years' continuous service.

Pension scheme

Quakers in Britain offers 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 3 weeks at half pay.
- After 1 year's service, you are entitled to full sick pay for 3 months, followed by 3 months at half pay, subject to a maximum of 6 months since the start of your service.
- After 4 years' service, you are entitled to full sick pay for 6 months, followed by 6 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 to sick pay, subject to the requirements of the scheme.

Employee Assistance Programme

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

Family-friendly policies

Our family friendly policies give enhanced maternity and adoption leave. Once you have one year's service by the 15th week before your baby is born or you adopt, you will be entitled to 6 weeks at full pay, 20 weeks at half pay and 13 weeks at SMP.

How to apply



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

The closing date for applications is:
5pm on 29 August 2022.

The principles of equality and diversity are important in all aspects of our 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 practices and respond to the needs of the diverse range of people that the organisation comes into contact with.

We will consider your application immediately after the closing date and contact you as soon as possible.

There will be two parts to the interview process:

- **6 September 2022** – an online session with young people and Jude Acton, our Youth, Children and Families Team Leader.
- **7 September 2022** – interviews will be conducted at Friends House in London by Suze Lidbury, Head of Governance, Catherine Waitheka, Integration Manager, and Rhodri Roberts, Governance & Projects Coordinator.



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

