

Quakers in
Britain



Application Pack

Youth Events & Projects Administrator
(QiB Yorkshire Office, Leeds)





Simon Hardie
Quaker Life Team Leader

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

At Quakers in Britain we are working to support Quakers to be an all-age loving community in which young people are valued and fully integrated.

Our youth events and projects administrator will be part of the team seeking to integrate young people into national Quaker structures as well as run life-changing events for young Quakers across Britain.

We are looking for someone who is highly organised, IT savvy and is excited about making a difference to the lives of young Quakers.

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.

Regards,

Simon Hardie
Quaker Life Team Leader

If you would like an informal chat about the role before applying please email Simon Hardie: simonh@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.

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.

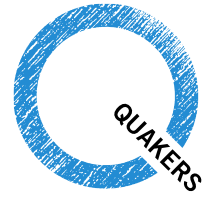
Quakers are inspired by faith to build a better world. We take forward this work for peace and social justice and raise public awareness of Quaker faith and values.

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 gifts surplus to the charity to support Quaker work www.quietcompany.co.uk.



You can read more about the governance structures of the Quaker organisation in Britain here www.quaker.org.uk/structure.

You can download our Trustees annual report and financial statements here: www.quaker.org.uk/annualreport.



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 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.
- 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.



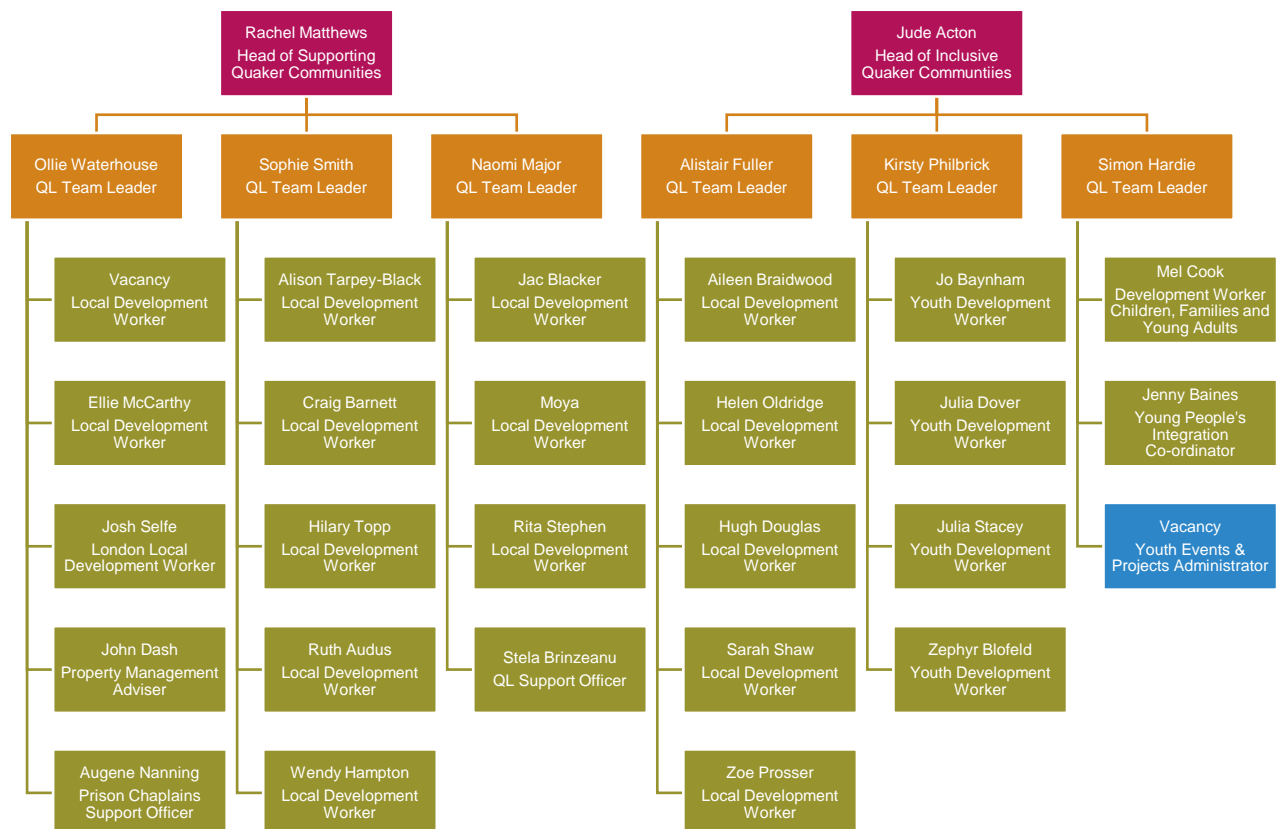
Youth, Children and Families

The Youth, Children and Families team is part of Inclusive Quaker Communities within **Quaker Life**. The objectives of the department are:

- **Be community-led and community-focused**, supporting Quaker communities in discerning their leadings, needs and priorities.
- **Enable Quaker communities to reach beyond** those who are currently active and involved to people at, or beyond, the margins of existing Quaker communities.
- **Encourage innovation and experimentation**, adapting our organisation and structures in response to current needs while

remaining true to Quaker discipline and practices.

- **Complement other work**, so we do not duplicate or have gaps in support provided to Quakers.
- **Be collaborative between BYM and Woodbrooke**, with other groups and with individual Quakers and their communities.
- **Be underpinned by a commitment to equality and diversity**. Look beyond those who currently access services and support; and experiment with different ways of offering support.
- **To work in ways which support the Yearly Meeting's commitment to being a low-carbon, sustainable community**, especially in relation to travel, use of resources and the use of technology



Job Description and Person Specification



Job purpose

Youth Projects and Events Administrator works as part of the dispersed Youth, Children and Families Team in Quaker Life, to provide administrative support in relation to the planning, preparation and delivery of programmes, events and activities for youth, children and families, as well as supporting project coordination, event organisation, planning and facilitation. Also, responsibility for facilitating some sessions at events for young people in a Quaker setting. There are additional hours (equivalent to a day per week) included within the role to support administration of the QiB Yorkshire Centre, liaising with users on room availability and access to building, liaising with support services on cleaning, orders and deliveries.

1. Key Accountabilities & Main Tasks:

Support the delivery of Youth, children and families events and other work supporting Quaker communities.

- Liaise with the staff members responsible for each YCF event, maintain an overview of the administration.
- Receive applications and other forms, set up and maintain effective systems for holding and managing information.
- Ensure those working with young people have the resources they need, including management of the resources store, and coordinating event resources. This includes producing lists and obtaining resources for events.

Maintain good office systems to manage the administrative needs of the YCF events, including:

- Maintain and manage paper and computer records and oversee archiving.

- Manage the volunteer information on our database.
- Ensuring that the YCF events' participant and volunteer records are kept up to date.
- Make bookings with venues and arrange transport.

Work to publicise, and to liaise, co-ordinate and respond to queries from Quakers, other agencies and the general public, including:

- Ensure promotional material, such as websites, social media and mailings for YCF events are effectively circulated.
- Communicate with a range of audiences by telephone, by email and often face to face, and take appropriate action in accordance with agreed process and policy.
- Work with others to develop the team's online presence and engagement with young Quakers.
- Be responsible for mailings to event participants and volunteers.

Support the Young People's Integration Coordinator with the event management, planning, organisation, delivery and coordination of events, including working directly and under supervision with young people.

Reporting

- Team Leader: Youth, Children and Families.

2. Intellectual skills

- Use of administrative operating systems is central to the work of this team, the post holder should have knowledge and expertise in this area.
- Work effectively with groups and communicate appropriately to a range of people.



- Under the supervision of the relevant staff member, be able to respond to and deal with pastoral needs, safeguarding issues, particular and additional needs.
- Ability to work alongside mixed aged volunteers, including young people under the guidance of the Young People's Integration Coordinator.

3. Judgements

- Work to maintain a high quality of work and be aware of how decisions made will impact on the wider work.
- Be self-directed within the framework of the teams' plan and the agreed work for the post.
- The post holder is expected to make operational decisions on a daily basis, working to maintain a high quality of work and being aware of how decisions made will impact on the wider work.
- Work within agreed policies relating to equalities, volunteer involvement, participation, safeguarding and event and activity management. This involves reference to policies and procedures, as well as using personal knowledge and skills to inform decisions made and knowing when to liaise with the relevant staff member.
- Appropriate support and development of young volunteers.

4. Use of Resources

- Responsible for keeping and updating of volunteer files, both electronically and on paper.
- Oversight of administration systems used within the work.

- Event record keeping, undertaking archiving according to policy requirements.
- Use of BYM database to distribute resources and maintain participant records.
- The role will include access to both sensitive and confidential information, working within Britain Yearly meeting's (BYM) sensitive and confidential information data safety policies

5. Communications

It is crucial in this post to communicate well, convey information and create the best possible impression with the recipients.

Internal: 40% colleagues in Quaker Life, the Events team, finance and across other departments.

External: 60% to subscribers and service users – Event teams, Participants and their families, individual Quakers, either as independent contact or using mass mailing techniques such as email or merged letters.

6. Physical Demands & Co-ordination

- Long working days at panning weekends and attending events, with time off given in Lieu.
- The post will include the moving and handling of resources for events.
- Extensive use of VDU and high levels of concentration for complex tasks alongside office distractions.

7. Working Conditions and Emotional Demands



- The role will be based in Leeds (Yorkshire Centre, Carlton Hill Meeting House). Some home working will be possible by agreement.
- The post holder will be required to work in Friends House (London), travel expenses met, on an agreed basis (probably once every 2 months on average) to look after the YCF resources store at Friends House. This includes moving and handling bulky and awkward equipment.

The post holder will be required to work a number of weekends in person (average 7 weekends a year) with young people; regular out of hours online meetings, and attend residential team gathers (currently 3 per year; 48 hours across weekdays) in person, as part of the Quaker Life team.

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.

A commitment to championing equity, diversity and inclusion in our workplace community

To undertake duties and responsibilities commensurate with the post.

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.

SAFEGUARDING REQUIREMENTS:

- Enhanced with Regulated Activity (with Children's Barred List) DBS check and overseas police check (where applicable)
- Completion of mandatory training modules on safeguarding adults and children, including annual refresher training.



Person Specification

This post is subject to an enhanced (regulated) criminal records disclosure with children's barred list through BYM's provider of criminal records checks.

The postholder should be available to attend the commitments outlined in the appendix of this job description and able to work flexible hours including some evenings and weekends.

The postholder must value young people's part in planning and delivering events for their peers, being committed to ways of working that support and promote their development.

Essential knowledge

- Sympathy with Quaker values, practice, spirituality and ethos.
- An understanding of the approaches used to support and develop young people.
- Essential experience
- Experience of working with young people in this age group.
- Experience of working as a part of a team.
- Experience of renewing and maintaining office systems and processes.
- Experience of being customer focused.
- A good understanding of equity, diversity and inclusion in the workplace

Essential experience

- Experience of working with young people in this age group.
- Experience of working as a part of a team.
- Experience of renewing and maintaining office systems and processes.

- Experience of being customer focused.

Essential skills

- Organised, with the ability to plan and prioritise effectively to observe deadlines and achieve results.
- Conscientious and effective in meeting commitments.
- Good communications skills, both in spoken and written word.
- Good administrative skills, thorough and conscientious with the ability to produce high quality promotional material, reports and collect evaluation data.
- Listens to others, works to understand and respond appropriately to the messages given. Is able to accept and understand instructions.
- Able to build effective and healthy relationships, has healthy boundaries, with young people, colleagues and stakeholders and is able to get alongside young people.

Desirables

- A willingness to develop an understanding of Quaker values, practice, spirituality and ethos.
- A willingness to be trained in specific areas such as Excel, Teams, Databases
- Experience of working with young people, especially in a non-formal setting. Able to facilitate groups, understands ways to support, develop and encourage participation.
- Experience of facilitating others, for example as a member of an event team.
- Experience in using social media platforms such as Instagram

Salary and Benefits



Salary

£29,154 per annum (Regional)

Location

Based at QiB Yorkshire Centre (Carlton Hill Meeting House, Leeds)

Hours of work

35 hours per week including some weekends, evenings and travel.

Flexible working options

We are open to discussions about flexible working patterns. There is some flexibility over daily start and finish times.

Holiday

27 days a year plus bank holidays and three days for Christmas closure.

Subsidised café

We have an on-site café at Friends House, London, 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.



The principles of equality and diversity are important to Quakers in Britain in all aspects of its work. You do not have to be a Quaker to apply for this post, but we expect you to uphold the values of Quakers.

We strive to be an inclusive employer and welcome applications from people of all educational, racial and socio-economic backgrounds. 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.

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
- Enhanced with Regulated Activity (Children's Barred List) DBS check and overseas police check (where applicable)

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

The closing date for applications is:

9am on Monday, 3rd February 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 on **Wednesday 12th February 2025.**

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.

How to apply

