

Quakers in
Britain



Application Pack

Content Creator





David Loxton

Head of Communications & Fundraising

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.

We're looking for someone who's enthusiastic about creating content for social media and is keen to use those skills to explain Quaker faith and action to the wider world and engage people in our campaigns.

Your work will cover a range of audience-focused content creation, including editing audio and video, designing social media graphics and proofreading online documents.

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.

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Regards

David Loxton

Head of Communications & Fundraising

If you would like an informal chat about the role before applying, please email Elizabeth Donnelly-Payne at ElizabethP@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 gift-aids any profits or surplus to the charity to support and enable 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.





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.

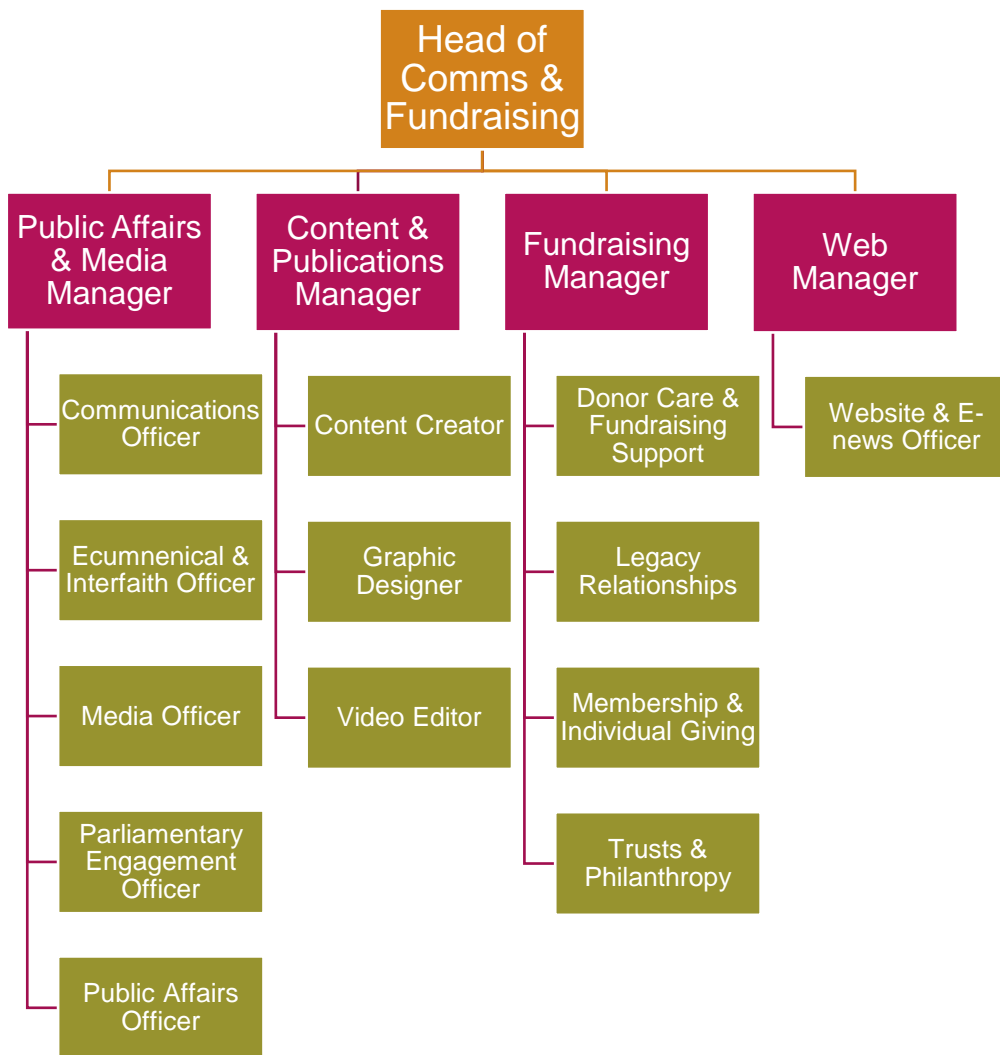
You can find out more:

- 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.

About the team



Communications & Fundraising





Job purpose

The role of the Content Creator is to support Quakers in Britain through creating digital content, assisting in the management of social media and maintaining copy quality in our communications.

1. Key accountabilities and main tasks

This is an essential role within the communications team to maintain and improve our content creation and the consistency and clarity of our material.

- Content creation: Create engaging and relevant content, including but not limited to social media posts, videos, articles, website updates and digital publications.
- Social media management: Create, schedule, and publish content, engage with our community, and monitor analytics to optimise performance.
- Editing: Work with colleagues to commission and produce informative and engaging blog posts, videos and digital publications that showcase the activities, values, and stories of our organisation.
- Collaboration: Work on digital content as directed by the Communications Officer. Work regularly with communications, outreach and campaign colleagues.
- Reporting and analytics: Monitor and analyse the performance statistics to improve engagement with content and campaigns.
- Proofreading: Check written material from colleagues for accuracy, clarity and consistency with our communications guide.

2. Intellectual demands

- The ability to plan and manage own time and meet deadlines.

- A high level of attention to detail and the ability to work quickly and accurately under pressure, using personal initiative and to meet deadlines.
- Ability to learn quickly and keep abreast of events.
- People skills for working with colleagues in the production of their own content.

3. Judgements

- Make careful judgements about what information is appropriate for publication to audiences, consulting colleagues where necessary and being alert to political sensitivities and libel.
- Understanding and making decisions about what language and design is appropriate for Quaker and non-Quaker audiences
- Prioritising work appropriately

4. Communications

- Internal: (Paid staff) 70%. Working collaboratively and constructively with colleagues at all levels to gather and create content. Ensuring communications are signed off as appropriate. Working closely with Communications Officer and other colleagues.
- External: (Quakers, committee members, and all others) 30%. Including digital and print audiences, staff and volunteers of other Quaker organisations, partner organisations or Quaker-supported projects, and people engaging with our content.

5. Working conditions

- The role is office or home based and makes no unusual physical demands.



- Ability to be flexible in working hours, including availability to work some evenings and weekends by arrangement.
- The role involves being part of the team rota, moderating social media out of hours (including at weekends), no more than eight weekends a year, for which time off in lieu is given.

Other responsibilities

- Responsible for adhering to BYM's employee policies at all times
- A commitment to championing equity, diversity and inclusion in our workplace community
- To undertake other duties and responsibilities commensurate with the post.

Safeguarding Requirements

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



This is list of the attributes that a Content Creator 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

- Knowledge of and sympathy with Quaker values
- Creating social media content
- Social media posting and moderation processes
- A good understanding of equity, diversity and inclusion in the workplace
- High level of written and spoken English

Essential experience & skills

- Some practical experience in a range of content production, such as producing social media graphics, videos, motion graphics or audio production
- Demonstrable ability to plan, manage

and prioritise work with multiple deadlines

- Working to a house style
- Working as part of team
- Proofreading skill and a high level of attention to detail

Desirables

- Experience of using a content creation app or software
- Experience of using a video editing app or software
- Experience of using a social media management platform



Salary

£26,512 (£33,140 pro rata 0.8 FTE) – London

£22,538 (£28,172 pro rata 0.8 FTE) – Regional

Location

Based at our offices in London (NW1) or Leeds (LS2) or at home if you do not live within reasonable commuting distance. London-based staff can work at home some of the time by agreement.

Hours of work

28 hours per week

Flexible working options

We are open to discussions about flexible working patterns as long they allow for full delivery of the role responsibilities.

Holiday

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

Subsidised café

We have an on-site café at our London site that 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.

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

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

The closing date for applications is:

8am on Friday 28 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 by the Content & Publications Manager and the Communications Officer at our London offices on **Wednesday 12 March 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.