

Quakers in
Britain



Application Pack

EAPPI Communications Coordinator



Introduction



At Quakers in Britain we are working to bring Quaker values of peace, equality, integrity, simplicity, and sustainability to the world.

For over 20 years we have managed the UK and Ireland office of the international Ecumenical Accompaniment Programme in Palestine and Israel (EAPPI). We recruit, train, and support human rights monitors – we call them Ecumenical Accompaniers or ‘EAs’ – to accompany communities in Palestine, witness the effects of the occupation, and advocate for its end and a just peace for all Palestinians and Israelis.

We’re looking for someone who can support our EAs to communicate their witness online and in public and help us evaluate the impact of this and our other advocacy work. Your work will cover audience-focused content creation, including editing text, audio and video and designing social media graphics, delivering communication training, and engaging with our monitoring and evaluation tools.

This application pack contains background information about Quakers in Britain, the salary and benefits of working for us along with the job description / person specification for the post.

You can find out information about the EAPPI UK & Ireland programme at www.eyewitnessblogs.com

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

If you would like an informal chat about the role before applying, please email the team at eappi@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 and climate justice, through advocacy, partnership, training, community-building and by supporting Quakers in their 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.

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 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.

To coordinate the communications and support the overall advocacy of the UK and Ireland office of the Ecumenical Accompaniment Programme in Palestine and Israel (EAPPI), which Quakers in Britain manages on behalf of ecumenical partners in Britain and Ireland.

1. Key accountabilities and main tasks

This is an essential role in the team. The role holder will:

- Coordinate, manage and deliver all of the programme's external communications, including but not limited to our blogsite, social media, newsletter, and leaflets.
- Manage the internal communications systems/databases for the programme.
- Commission and edit blogs written by our EAs and publish them on our blogsite.
- Commission and collect content from our EAs and develop it into engaging and informative digital outputs, such as social media posts, graphics and videos.
- Work alongside the Programme Manager to design, write, and collate and share content for our

public campaigns, urgent actions, e-newsletter.

- Deliver training and support with the debriefing of EAs, with a particular focus on the communications aspect of their role: blog writing, photography, video, and PowerPoint presentations.
- Coordinate the reporting to a key funder by collating outcomes from EAs and programme colleagues, drafting reports and attending bi-annual meetings.

2. Intellectual demands

- The ability to plan and manage own time and meet deadlines.
- The ability to respond and adapt quickly to a rapidly changing context and competing priorities.
- A high level of attention to detail and the ability to work quickly under pressure.
- People skills for working with our human rights monitors and other colleagues to create content.
- Competence with a wide range of digital software.
- Maintaining the programme's stance of principled impartiality and helping others see the importance of it ([EAPPI urgent actions | Quakers in Britain](#)).

3. Judgements

In a team with high workloads, the postholder needs to work largely on their own initiative and may need to respond unsupervised to a new issue. Broad



decisions are reached by team consensus, with the detail being applied day-to-day by team members.

- Decisions about the timing and content of social media work require acute awareness of the political sensitivities of the work.
- Decisions affecting deadlines, schedules, communications and task priority are made on a daily basis, incorporating sudden changes in priorities as needed.
- The postholder will work with a major funder and will hold a key role in the relationship.

The post is guided by well-defined organisational policies, procedures and codes of conduct.

4. Use of resources

- No budgetary responsibilities. The postholder will be expected to contribute to monitoring cost-effectiveness and good use of resources.

5. Communications

Internal: (35%)

Primary and daily communications are with the Programme Managers, the Programme Coordinator and EAs. Other communication of weekly frequency would involve working with IT technical staff, Human Resources staff, and Quaker communications staff. At an operational level, communication is ongoing and frequent and may be face-to-face, by phone or by email.

External: (65%)

A major part of this role is to develop the activity and reach of social media for advocacy purposes. This will require the involvement of EAs, colleagues, partners and the general public.

6. Working conditions

- The postholder hears and reads about violence and human rights abuses against adults and children daily.
- The role is office or home based. Occasional travel to our London office and overnight stays within the UK will be required. Occasional out of hours work might be necessary.

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.

Person specification



This is list of the attributes that a Communications Coordinator could have. We know that no-one will match up perfectly to the whole list. We are looking for the best mix of skills and experience that fits these needs.

Essential knowledge

- Knowledge of and sympathy with Quaker values and the work of the EAPPI programme.
- Knowledge and understanding of the Israeli occupation of Palestine.
- Knowledge of content creation and the social media landscape regarding Palestine and Israel.

Essential experience

- Experience of carrying out social justice or peace campaigning and advocacy.
- Experience of creating social media content.
- Experience of using graphic design software, such as Canva or Adobe Creative Suite.
- Experience of writing and editing long and short form content.
- Experience of team working with colleagues and volunteers.

Essential skills

- Ability to work professionally in a politically sensitive arena.
- Excellent interpersonal skills with a proven ability to work with and support a broad range of people with differing levels of knowledge and experience.

- The ability to research, analyse, summarise, edit and proofread written information.
- The ability to articulate complex ideas and describe the work to those who disagree.
- Excellent IT skills including MS Word and PowerPoint, and proven competence and adaptability to different types of software.

Desirables

- Experience with website maintenance, such as WordPress.
- Experience with e-newsletter software, such as Mailchimp.
- Experience of video and audio editing.
- Experience of photography.
- Experience of delivering training or facilitation, especially in politically or emotionally sensitive spaces.
- Experience of engaging with Monitoring & Evaluation processes.

Salary & benefits



Length of contract

9 months sabbatical cover (to start as soon as possible)

Salary

£29,312 (£41,875 pro-rata) per annum – London

£24,917 (£35,596 pro-rata) per annum – 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.

Occasional travel and overnight stays in the UK will be required.

Hours of work

24.5 hours per week. Occasional weekend, or out of hours work may be required, for which time off in lieu will be given.

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.

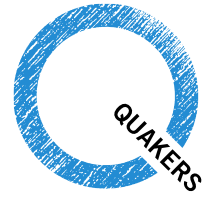
After 4 years' service you are entitled to full sick pay for six months followed by six months at half pay, subject to a maximum of 12 months.

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



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

The closing date for applications is:

8am on Tuesday 22 April 2025

Interviews will be conducted online on Zoom on **Tuesday 6 May 2025**.

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