

Quakers in  
Britain



# Application Pack

## Interim Communications Officer

From agreed start date until 19 December 2025



# Introduction



**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.

Our Communications Officer, who leads our social media channels is being seconded to another role for six months.

We're looking for an interim member of staff to hit the ground running and cover their responsibilities during this period.

This application pack 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.

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.

Regards

**David Loxton**

Head of Communications & Fundraising

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If you would like an informal chat about the role before applying, please email Elizabeth Donnelly-Payne at [ElizabethP@quaker.org.uk](mailto:ElizabethP@quaker.org.uk)



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.

## 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. You can read more about the governance structures of the Quaker organisation in Britain here [www.quaker.org.uk/structure](http://www.quaker.org.uk/structure).

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](http://www.quietcompany.co.uk).

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

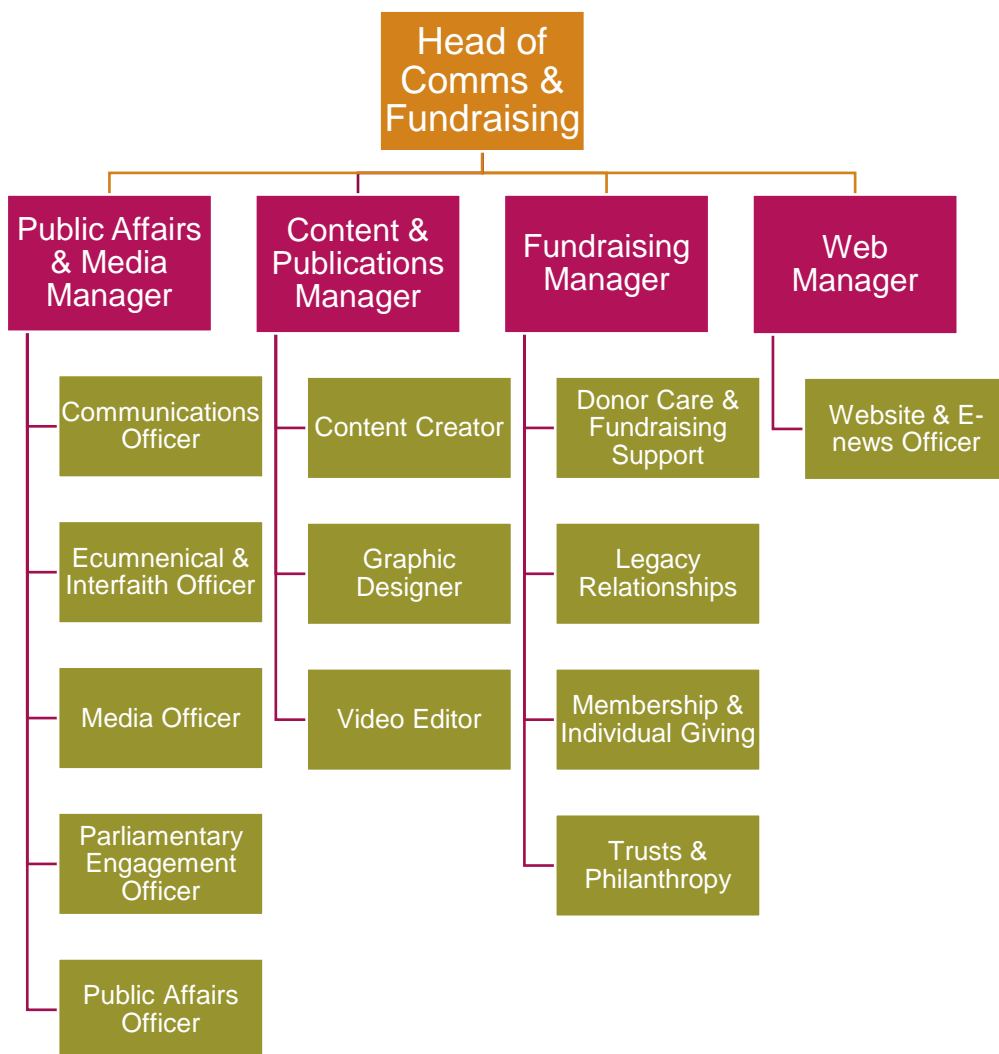
## You can find out more:

- From our website: [www.quaker.org.uk](http://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](http://www.quaker.org.uk/more-information).

# About the team



## Communications & Fundraising



# About this post



## Job purpose

Produce engaging digital communications for Quakers in Britain, working collaboratively with colleagues to plan and deliver effective content on topical issues. **1. Key**

## **accountabilities and main tasks**

- Manage the day-to-day running of the Quakers in Britain Instagram, Bluesky, Facebook, and YouTube accounts, in line with our social media strategy.
- Manage an online community of Quakers on Facebook (Quaker Space) and lead the moderation team.
- Work closely with the Content Creator and Video Editor to produce engaging digital content.
- Commission and edit blogs.
- Track, analyse and report on social media channel trends, reach and engagement. Share insights with relevant colleagues and use that information to improve our content.
- Proactively gather interesting and creative content from across the organisation.
- Ensure accessibility is embedded across our digital content.

## 2. Intellectual demands

- Maintain an understanding of current affairs and of Quaker faith and practice.
- Excellent written, editing and proofreading skills.
- Ability to work cooperatively and effectively with others to meet deadlines.
- Ability to monitor, evaluate and report to continuously improve communications.

## 3. Judgements

- Sensitivity and understanding of the wider landscape in which Quakers in Britain's social media operates.
- Awareness of opportunities and reputational risk across communication channels.
- Understanding of when to alert relevant

colleagues about issues and reputational risks.

- Understanding of how to create content for different platforms and target audiences.

## 4. Communications

The post holder communicates frequently with relevant colleagues and through the outward facing communications channels, with Quakers and the wider public.

- Internal: 60% Primarily with advocacy and media team, content and publications team, programme leads and those providing content for all BYM communication channels.
- External: 40% Primarily through Quakers in Britain digital channels.

## 5. Working conditions & emotional demands

- The role can be office or remote based but some travel to London and/or Leeds office will be required.
- The role requires monitoring the Quakers in Britain social media channels every 3-4 weekends, for which time off in lieu of 3.5 hours is given. Time off in lieu is agreed to cover additional working.
- There can be periods of increased pressure when dealing with difficult and time-consuming subjects. Colleagues need to liaise with each other to provide support.

## 6. Other responsibilities

- Responsible for adhering to BYM's employee policies at all times
- To undertake other duties and responsibilities commensurate with the post.
- A commitment to championing equity, diversity and inclusion in our workplace community
- Completion of mandatory training modules on safeguarding adults and children.





This is list of the attributes that an Interim Communications Officer 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
- Knowledge of digital channels and effective communication
- A good understanding of equity, diversity and inclusion in the workplace

## Essential experience

- Writing, editing and proofing for digital publication
- Creating content for target audiences and social media platforms
- Experience of operating social media accounts in a professional environment

- Experience of building good working relationships to produce engaging communications

## Essential skills

- Excellent written and oral communication skills in English; ability to write concisely and accurately; excellent editing and proofreading skills
- Work flexibly, manage workload and meet deadlines. Self-motivated and an ability to work independently.
- Ability to use social media content management systems
- Ability to work professionally on politically or emotionally sensitive topics

## Desirable

- Experience of working with brand and house-style guidelines





- Experience of editing audio-visual recordings
- Experience of updating webpages
- Knowledge of one or more current Quakers in Britain campaign issues

# Salary & benefits



## **Salary**

£41,875 pro rata – London

£35,596 pro rata – Regional

Contract will run from agreed start date until 19 December 2025.

## **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**

35 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 pro rata 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.

## **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.

## **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](https://www.quaker.org.uk/jobs).

The closing date for applications is:

**08.00 on Tuesday 27 May 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 Public Affairs & Media Manager, Media Officer and the Communications Officer online on **Tuesday 3 June 2025**.

