

Quakers in
Britain



Application Pack

Interim Content & Publications Manager –
Six-month sabbatical cover, June – November 2025





David Loxton
Head of Communications & Fundraising

At Quakers in Britain we are working to bring Quaker values of peace and sustainability to the world, and support the Quaker community.

Our role in communications and fundraising is to make sure that Quakers are seen, heard and understood, and that we raise the funding that we need.

This year our Content & Publications Manager is taking a six-month sabbatical from June to November. We are looking for someone who can lead the content and publications work during this period, managing the three colleagues who work directly on this task.

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.

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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 Bea Robinson at bea@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.



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.

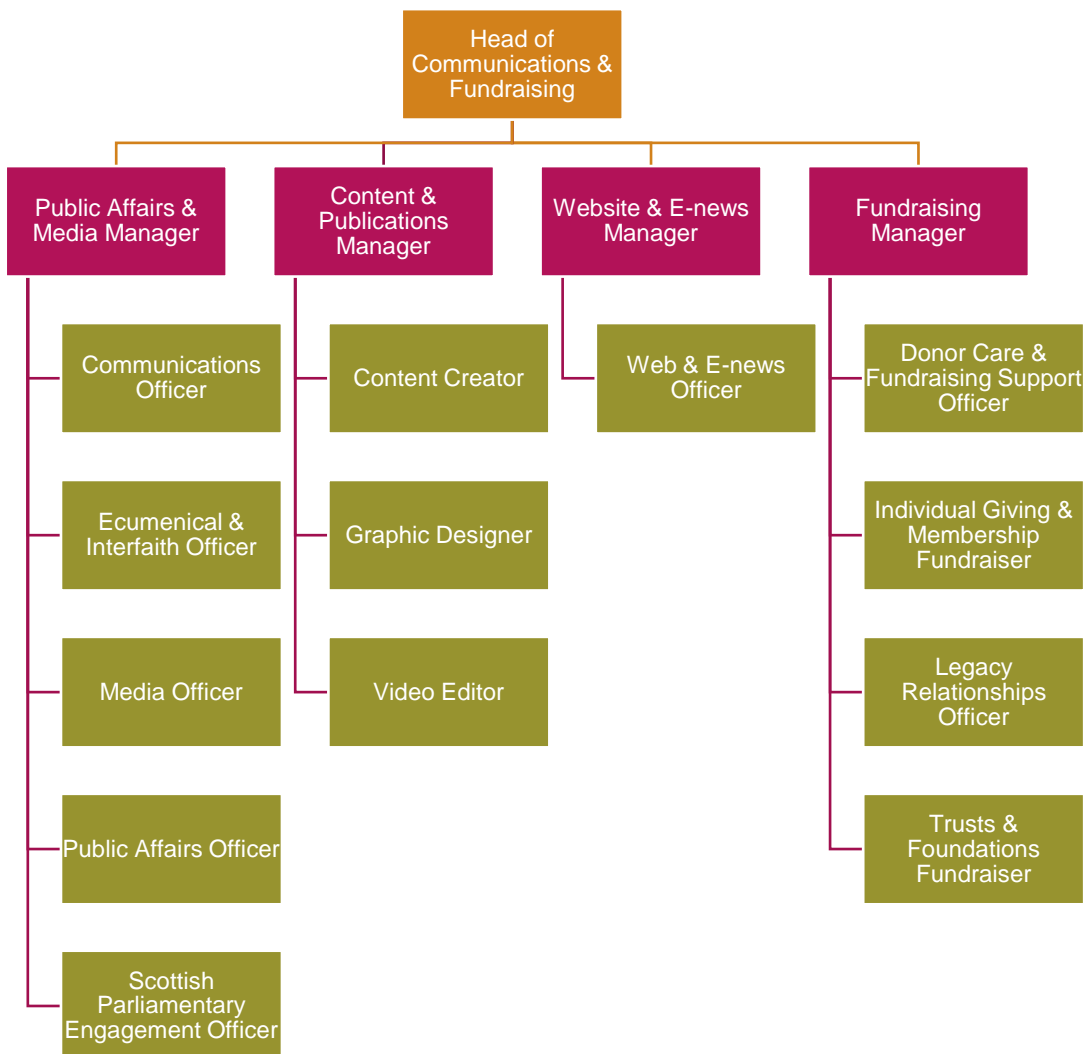
About the team



Content & Publications

The Content & Publications Team is part of Communications & Fundraising Department

The communications objective of the department is that Quakers are seen, heard and understood.





Job purpose

The role of the Content & Publications Manager is to:

- Co-ordinate the production of digital and print communications for Quakers in Britain and line manage the team members.
- Support the continual development of communications capability.

1. Key accountabilities and main tasks during interim period

- Manage the production schedule for all digital and print materials.
- To coach and manage internal and external specialists to achieve the production schedule.
- To project manage the 'in house' production of core documents, such as the Annual Report and Accounts and documents for Yearly Meeting.
- Manage the image library and proactive image commissioning.
- In collaboration with Yearly Meeting Publications Group ensure the master copy of Quaker Faith & Practice is kept up to date
- To ensure house style, proof reading and accessibility standards are maintained
- To ensure legal and ethical requirements are met in all printed material.
- To manage communications budget

2. Intellectual demands

Ability to:

- gather data and translate it into recommendations
- implement change based on agreed decisions
- understand the role communications

have in achieving the organisation's objectives

- write internal communications pieces when necessary
- understand, schedule and manage several projects concurrently
- understand how design relates to audience/content to deliver a coherent product

3. Judgements

Ability to:

- analyse and interpret data in the context of digital and print publications
- gauge the relative importance of difference types of publications for the organisation
- understand the consequences of any publishing changes for stakeholders
- decide whether commissioned work fits organisational priorities
- find the best way to improve team effectiveness
- know when to involve senior managers in decisions
- read content manuscript and know the extent of editing required
- identify the relevant stakeholder engagement in specific projects
- decide where and who to delegate tasks to including in-house or outsourced to meet project timescales and budget
- decide whether a communication is fit for release in terms of content, accessibility to people with visual impairments, image use, house style and design
- identify development needs within the team and how best to meet them
- work collaboratively with a range of different teams

4. Use of resources



- Manage staff
- Produce fully costed projects, (including staff time)
- Spend other department's communication budgets in a way that is appropriate
- Choose 3rd party suppliers based on price, ethical procurement and previous experience managing those relationships to ensure they keep on message, on cost and on time.

5. Working conditions

- The post makes no unusual physical demands.
- The job is mainly office based

Other responsibilities

- Responsible for always adhering to our employee policies
- To undertake other duties and responsibilities commensurate with the post.



This is list of the attributes that a legacy fundraiser 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

- understanding of and sympathy with Quaker values
- overall processes involved in publishing books and other print publications
- current trends in publishing and new developments in publishing and print production.
- copyright law and how to gain accurate advice
- design and layout techniques
- specific software - MS word, Adobe InDesign/ Photoshop/ Premiere
- how to write briefs and contracts
- accessibility and usability best practice
- how to produce varying formats of media for web/ electronic publishing.
- how to maintain stylesheets and house style
- technical knowledge of proofreading, editing and design

Essential experience

- assessing printed publications needs for an organisation
- managing and coaching a team to high performance
- writing reports for senior management
- team, project and cross-organisational collaborative work
- expert user of MS word, excel, and adobe suite software, and electronic book publishing software
- editing content for printed publication
- project management

- layout and design work over a variety of formats
- preparing documents for press
- managing permissions, copyright issues around print, photographs, film and music
- commissioning and working with 3rd party suppliers: printers and freelancers

Essential skills

- excellent coaching and people management skills
- ability to be self-sufficient; working without close supervision
- ability to see the role of publications within a wider organisational context
- excellent level of written English and English grammar
- problem solving skills
- ability to multi-task
- high level of attention to detail
- budget management
- high quality customer support
- software: Adobe InDesign/ Photoshop/ Premiere/ Acrobat/ MS word

Desirables

- experience of developing a publications strategy
- knowledge of other video/audio editing software
- knowledge of Adobe Illustrator



Salary & benefits



Salary

£50,668 – London

£43,068 – 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

35 hours per week, with a minimum of 21 hours per week. This is advertised as a full-time post, but are open to discussions about flexible working patterns as long they allow for full delivery of the role responsibilities.

Flexible working options

While the role is London-office based, we are open to discussions about flexible working patterns such as working from home or compressed working patterns.

Holiday

27 days pro rata plus bank holidays.

Subsidised café

At our London office we have an on-site café 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.

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.

The closing date for applications is:

9am, Wednesday 17 April 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 David Loxton and Bea Robinson on **Wednesday 23 April 2024.**