

Quakers in
Britain



Application pack

Interim Public Affairs & Media Manager
(Maternity Cover)



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.

We're looking for someone to manage our Advocacy and Media team for a year. We need someone who has the relevant skills, and the ability to take on information quickly and start leading the team's work.

We have our own advocacy projects in Westminster and Holyrood as well as working in coalition with other organisations on issues such as climate justice and human rights. The team manages our media and social media communications, and relationships with other churches and faith groups.

I hope the information in this pack will fire your interest. Quakers are inspired by faith to work for a just, peaceful, and sustainable world.

You don't need to be a Quaker to take this role – you do need to be in sympathy with our values and public affairs aims and have the talent to manage the Advocacy & Media team.

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 spend an interim period as part of our friendly, collaborative team we look forward to receiving your application.

Regards,

David Loxton

Head of Communications & Fundraising

If you would like an informal chat about the role before applying, please email our current Public Affairs & Media Manager Grace Da Costa at GraceD@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 across six departments:

- **Quaker Life** supports Quaker communities in their life and worship, oversees Quaker outreach, provides training and organises events for children and young people.
- **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 at www.quaker.org.uk/structure.

You can download our *Trustees annual report and financial statements* at 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:

1. 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.

2. 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.

3. 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.

4. 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 at 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



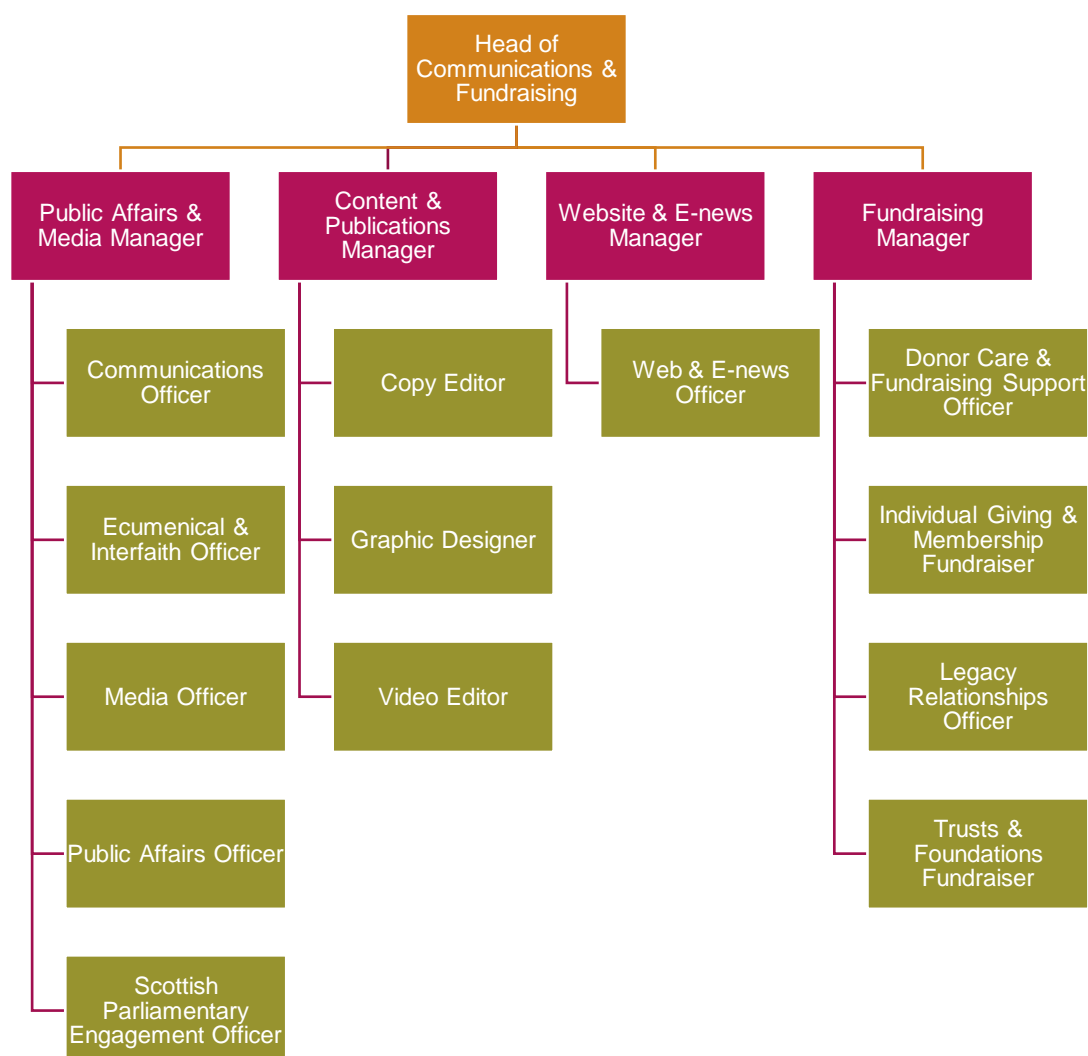
Advocacy & Media team

The Advocacy & Media team is part of Communications & Fundraising. The objectives of the department are to:

- ensure that Quakers are seen, heard and understood
- support and deliver effective advocacy that influences public opinion and policy
- secure the funding that supports Quaker work.

The team structure is shown below.

At present, we also have a George Fox 400 Project Coordinator, who is working on activities linked to the 400th anniversary of George Fox's birth.





Job purpose

The role of the Public Affairs and Media Manager is to –

- To co-ordinate Quakers in Britain's communications on topical issues.
- To lead on the organisation's public affairs and advocacy, working with colleagues and Quakers to deliver political and social change.
- To oversee work on media, social media and ecumenical and interfaith relations.

Key accountabilities and main tasks

1. Public Affairs and Advocacy

(a) Work collaboratively with colleagues and Quakers to influence political decision-makers to achieve policy and campaigning objectives in Westminster and the Scottish and Welsh Parliaments.

This includes:

- Applying knowledge and understanding of public and political structures, systems and people
- Keeping abreast of the political and legislative climate
- Advising the organisation on opportunities to further agreed objectives
- Advising and supporting colleagues and Quakers in their political relationships
- Jointly planning and delivering campaigns
- Assessing and reviewing campaign risks
- Reviewing and reporting progress and impact, and applying learning to the work
- Manage and support the work of the Public Affairs Officer and the Parliamentary Engagement Officer (Scotland).
- Manage and support the work of the Ecumenical & Interfaith Officer.

(b) Actively contribute to Quakers in Britain programme objectives, reporting on performance indicators and milestones to colleagues and Quakers as required.

(c) Ensure colleagues' and Quaker meetings' campaigns are well-informed, by producing high quality and accessible written briefings, publications and other materials that communicate complex messages.

(d) Alongside colleagues, advise Quakers on opportunities and methods for campaigning on key priorities.

(e) Take necessary action to ensure Quakers in Britain comply with the law in relation to political campaigning by charities.

2. Media

(a) Oversee Quakers in Britain's media work to ensure it is effective and joined up with other communications work.

(b) Manage and support the work of the Media Officer on media and reputational management.

3. Digital Communications

(a) Manage and support the work of the Communications Officer on Quakers in Britain's social media communications to ensure they are effective and joined up with other communications work. Participate in the out-of-hours social media rota for Quakers in Britain central channels.

(b) Communicate Quakers in Britain's news, campaigns and opinions to members, stakeholders, decision makers and the wider public, using a variety of channels, including social media, website, emails and newsletters.

3. Management

(a) Deputise for the Head of Communications and Fundraising on communications issues or department functions as needed. Help to ensure the team operates effectively and consistently by supporting coordinated communications, the development of team priorities, and planning.

(b) Liaise with General Meeting for Scotland and its Parliamentary Engagement Working Group regarding public affairs and advocacy in Scotland.

4. Communications

Internal: 50% (paid staff)

- Provide well researched and delivered advice to colleagues at all levels of the organisation – to the Trustees, Recording Clerk and senior team and programme staff, on political advocacy matters.
- Engage staff throughout the organisation with effective use of communications tools.

External: 50%

- Promote Quakers in Britain objectives to audiences using a variety of channels.

- Deliver clear communications to explain parliamentary processes and Quakers in Britain campaign priorities to individual Quakers, meetings and groups.

5. Working conditions and emotional demands

Delivering advocacy and media work can involve working flexibly and outside normal hours to respond to external events. There can be periods of increased pressure when dealing with difficult and time-consuming subjects.

Advocacy and media colleagues need to liaise with each other to provide support. Time off in lieu is agreed to cover additional working and given on an hour-by-hour basis.

Other responsibilities

- Responsible for adhering to BYM's employee policies at all times
- Responsible for ensuring that BYM's media and public affairs work enhances our reputation.
- To undertake other duties and responsibilities commensurate with the post.



Person specification



Essential qualifications

- Educated to degree level or equivalent experience

Essential knowledge

- Knowledge of the Westminster parliamentary system
- Understanding of charity and electoral law in relation to political campaigning
- Knowledge of and sympathy with Quaker values

Essential experience

- Policy and/or campaigning work in a voluntary or public organisation
- Producing clear, succinct and engaging documents and reports
- Producing materials to engage individuals or local groups in campaigns
- Using media and social media to support campaigning
- Planning, monitoring and assessing impact
- Line-management of staff

Essential skills

- Ability to work collaboratively and effectively as part of a team and between teams
- Excellent written and oral communications skills in English
- Ability to communicate confidently and professionally with decision-makers, civil society groups and other external stakeholders as well as with Quaker community members
- Ability to become familiar with a wide range of subjects in a short period
- Time management and prioritising skills, enabling high quality work within tight deadlines
- Ability to work with social media and other online tools
- IT skills: confident in the basics of Outlook, Teams, Word, Excel and PowerPoint.

Desirables

- Knowledge of the Scottish and/or Welsh parliamentary systems
- Knowledge of one or more particular areas of current Quaker advocacy



Salary and benefits



Salary

£48,715 per annum

Contract length

Thirteen months. We want to have someone in place by mid-September.

Location

Based at Friends House, London (NW1). 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 such as working from home or compressed hours.

Holiday

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

Subsidised café

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.

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.

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 year's 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 the 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.

How to apply



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 the organisation.

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 practices and respond to the needs of the diverse range of people that the organisation comes into contact with.

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

The closing date for applications is **8am on Thursday 11 July 2024.**

We will consider your application immediately after the closing date and get in touch with you as soon as possible.

Interviews will be conducted at Friends House, London, on 24 July 2024 by:

- Grace Da Costa (Public Affairs & Media Manager)
- Siobhan Haire (Deputy Recording Clerk)
- David Loxton (Head of Communications & Fundraising)

Due to the high volume of applications we receive, 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.

