

Quakers in  
Britain



Application Pack

# Interim Scottish Parliamentary Engagement Officer

Parental leave cover



# Introduction



**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 Scottish Parliamentary Engagement Officer is taking parental leave from October this year.

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

The role covers a range of advocacy tasks, and this period will obviously include the Scottish Parliament elections. So there will be a particular focus on:

- helping to convey key Quaker concerns and encouraging Quakers in Scotland to interact with candidates
- engagement with Scottish political parties to advocate for Quaker priorities

- building relationships with new MSPs who have concerns aligned with Quaker priorities

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

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

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 Joe Cox at [JoeC@quaker.org.uk](mailto:JoeC@quaker.org.uk)

# About us



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 truth throughout history. We 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 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 by providing advocacy, media, web and publications services to the organisation. It also raises funds from Quakers, Quaker meetings and Trusts.
- **Quaker Finance & Property** oversees the budget and finances of Quakers in Britain, the work of our commercial trading subsidiary, 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



## 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 from it. 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 and 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.

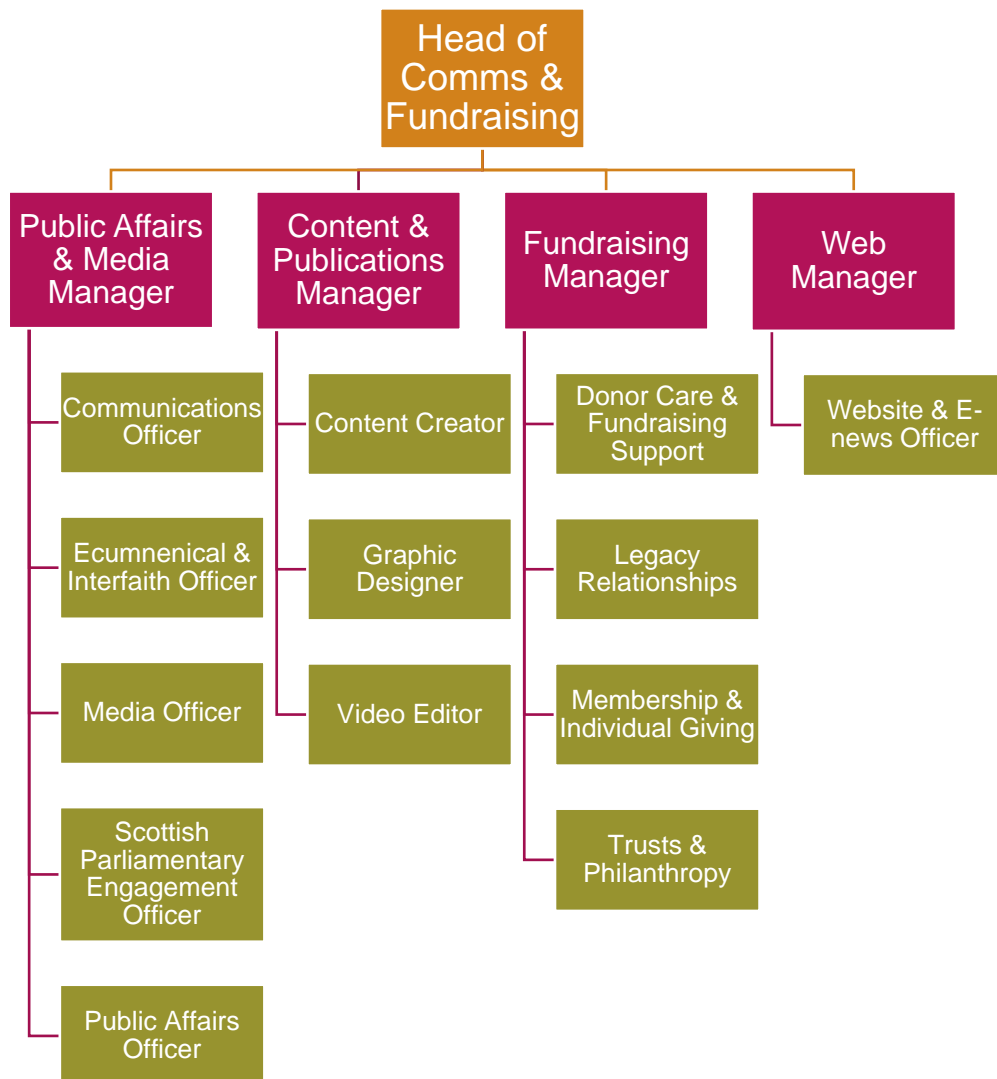
## You can find out more:

- 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





## Background

This post supports Quaker advocacy in the context of the Scottish Parliament. The post holder will be a member of Quakers in Britain's multi-disciplinary team of communication professionals. They will work in close cooperation with the Parliament Engagement Working Group of General Meeting for Scotland and with the wider body of Scottish Quakers. They will need to travel to Edinburgh when necessary.

## Job purpose

To engage with Members of the Scottish Parliament, the Scottish Government, and other key stakeholders to promote Quaker priorities, and to support Quakers in Scotland to influence decision-makers in the Scottish Parliament on devolved matters. To keep Quakers in Britain informed of issues arising in the Scottish Parliament which may be of relevance to the whole Yearly Meeting.

## 1. Key accountabilities and main tasks

- Understand Scottish parliamentary processes and legislative timetables and communicate these clearly to Friends in Scotland and, where appropriate, to Quakers in Britain.
- Research elected MSPs and those standing for election who may support Quaker concerns and develop relationships with them.
- Maintain spreadsheet of MSPs and partners, noting interactions and shared interests.
- Participate in and represent Quakers at parliamentary, ecumenical and secular networks in Scotland with interests aligned to Quaker concerns.
- Maintain the Scottish Lobbying Register, including monitoring [scottishpolitics@quaker.org.uk](mailto:scottishpolitics@quaker.org.uk) inbox.
- Alert colleagues and Quakers in Scotland to opportunities for action.
- Horizon-scan the Scottish social and

political landscape, including by subscribing/following appropriate blogs, news sources and political journalists and suggest methods to further prioritise Quaker concerns.

- Translate Quaker concerns into formats suitable for briefing a range of audiences.
- Coordinate and support Quakers in Scotland to understand and draft submissions to significant consultations and calls for views.
- Attend regular meetings of the General Meeting Parliamentary Engagement Working Group (PEWG).
- Work closely with convenor(s) of the PEWG and the Clerk to General Meeting before signing joint statements or issuing formal statements setting out the views of Quakers in Scotland. Such statements are normally issued over the signature of the Clerk to General Meeting).

## 2. Intellectual demands

- Understand Quaker decision-making processes, values and concerns
- Keep abreast of political and current affairs and understand their relevance to Quaker concerns
- Organise information in a way which supports the work of colleagues
- Translate Quaker policy positions for an external audience
- Maintain appropriate quantitative and qualitative success indicators

## 3. Judgements

The post holder will be expected to identify and make recommendations to their line manager and to Scottish Quakers on issues such as:

- Which Scottish parliamentary and current events present opportunities to take forward Quaker campaigns
- Conflicting advocacy priorities within General Meeting in Scotland and Quakers in Britain
- Situations which might put the reputation of Quakers at risk



#### **4. Other responsibilities**

- Responsible for adhering to Quakers in Britain 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
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#### **5. Safeguarding requirements**

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



# Person specification



This is a list of the attributes that an Interim Scottish Parliamentary Engagement Officer could have. We know that nobody 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 the Scottish parliamentary or legal system or another parliamentary system
- Knowledge of and sympathy with Quaker values
- A good understanding of equity, diversity and inclusion in the workplace

## Essential experience

- Writing clear, succinct and engaging documents and reports
- Policy and/or campaigning work in a voluntary or public organisation

## Essential skills

- Excellent written and oral communications skills in English
- Ability to communicate confidently with decision makers, NGOs, churches and other external stakeholders
- Ability to become familiar with a wide range of subjects in a short time frame
- Ability to work without close day-to-day support while recognising when issues need to be reported upwards, or support sought from the rest of the team

- Ability to establish good working relationships with Scottish Friends while continuing to act as a collegiate member of the Friends House team
- Time management and prioritising skills enabling high quality work within tight deadlines
- Familiar with core Microsoft Office applications, Zoom and Google Suite
- Creative problem solving

## Desirable

- Knowledge of one or more areas of current Quaker advocacy
- Experience of Quakers' structures and business method
- Experience of organising campaigns
- Experience of the Scottish political landscape
- Producing materials for and facilitating groups
- Familiar with social media and other online tools

# Salary & benefits



## Salary

£24,917 (£35,596 pro rata)

## Contract length

Part time, fixed-term until 31 October 2026

## Location

Based at home, if you have a suitable working environment, or at an agreed, rented workspace. You will need to travel to Edinburgh when necessary.

## Hours of work

24.5 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

27 days per year (pro rata for part-time staff) plus bank holidays and three days for Christmas office closure.

## 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 three weeks followed by three weeks at half pay.

After one years' service, you are entitled to full sick pay for three months followed by three months at half pay, subject to a maximum of six months since the start of your service.

After four 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.



# 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:

**8am on Tuesday 22 July 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 Head Communications & Fundraising, the Public Affairs & Media Manager and the two Convenors of the Quaker Parliamentary Engagement Working Group.

They will take in Edinburgh on **Thursday 31 July 2025**.