**Peaceworker**

Dear Applicant

Thank you for your interest in the above post. The job information pack contains the following information:

* Job description
* Guidance notes
* Working for Quakers in Britain

You must ensure that you address all the criteria set out in the person specification for the post.

The personal information that you have supplied will only be used for recruitment and selection purposes. You should refer to the Privacy Notice on our website, which sets out how BYM will deal with the personal and sensitive data you have provided in your application form and supporting information.

We would appreciate it if you could also complete the Equality and Diversity Monitoring Form. The principles of equality and diversity are important to Quakers in Britain in all aspects of its work. The information you provide will help us to monitor and refine our employment practice and respond to the needs of the diverse range of people that our organisation comes in to contact with. The personal data provided will be kept securely by HR and will not be shared with any member of the selection panel.

Please ensure that you submit your application by the closing date, as applications received after the closing date may not be considered. Also, we do not accept CVs as an application for posts, but you can attach your CV to your application if you wish.

The **closing date** for receipt of application forms is **Thursday 2 May 2019 (9am)**. Interviews will be held **at Friends House** on **Thursday 16 May 2019.**

Due to the high volume of applications we receive, we do not send individual acknowledgement of applications. We will only contact candidates who have been shortlisted for an interview. If you do not hear from us within two to three weeks of the closing date, your application has not been successful on this occasion. Your application form and supporting details will be kept as legally required for six months in case of a dispute, and thereafter will be destroyed.

Thank you for your interest in the post, we look forward to receiving your application.

**Job Description**

1-year Peaceworker (Britain)

Job description

Quaker Peace & Social Witness is seeking Peaceworkers to be placed in national organisations working on peace and conflict resolution and transformation projects for a year commencing September 2019.

# Background

Quaker Peace & Social Witness (QPSW) works with and on behalf of Quakers in Britain to translate faith into action. Quakers are impelled by faith to make an active witness for peace and justice. Quaker testimony to equality, justice, peace, simplicity and truth is a challenge to alleviate suffering and seek positive change. The peace work of QPSW concentrates on peacemaking and peacebuilding in areas affected by armed conflict, addressing the systemic causes of violence at a global level, and creating a culture of peace with justice based on nonviolent change.

The placement

The specific aims of the Peaceworker scheme are to

* Provide for committed people one-year working opportunities in organisations working for peace.
* Provide them with relevant experience and skills to enable them to continue as effective peace workers.
* Help strengthen organisations working for peace by enabling them to do work they might not otherwise be able to do, or do as well.
* Strengthen relationships between the partnering Quaker organisations and individuals and organisations working on peace and conflict resolution and transformation issues.

This placement with a peace organisation in Britain is designed for people with a strong interest in, but limited experience of, peace work on a national level. The programme aims to develop the post-holder's potential as a peaceworker by providing experience such as campaigning, organising, facilitating groups, researching, and practical nonviolence or communication skills.

The Peaceworker will be placed in the national office of an organisation working on peace/conflict resolution and transformation issues. The work will combine elements of basic movement organising, such as producing newsletters, organising events, with a specific project or projects which the organisation has identified for the Peaceworker. Past projects have included developing and piloting a conflict resolution programme, developing a student outreach programme, co-ordinating an anti-arms trade campaign and producing and presenting research papers for policy formulation. The Peaceworker will be matched to the organisation that has submitted a bid appropriate for her/his/their interests and aptitudes.

We are always open to bold, confident and radical new projects, and particularly encourage placements in other parts of Britain than London.

Preference will be given to those who demonstrate:

* their commitment to and involvement in peace issues;
* their understanding and sympathy with Quaker values;
* that their personal attitudes and skills are in accordance with the requirements set out in the person specification section below;
* that this opportunity offers experience they have not already had and is an important step towards their longer term involvement in peace work.

# Management and supervision

The Peaceworker is an employee of QPSW and is ultimately responsible to QPSW Central Committee through its assistant general secretary and nonviolence programme manager. Day-to-day management will come from the organisation with which the placement is made. QPSW will be in close touch with the Peaceworker, and might offer him/her/them further opportunities for training. A support group can also be appointed for personal support.

# Person specification

The personal qualities of self-discipline, adaptability and patience are essential, with a willingness to lend a hand and be generally helpful and supportive. Preparedness to learn from the year is necessary. There is no requirement to hold a religious faith. Preference will be given to those who demonstrate their sympathy with values consistent with Quakers’ and commitment to peace issues. Such commitment might be demonstrated by voluntary work, personal experience, or a qualification or training in a relevant subject. Experience of basic administration will be useful. Other useful skills that will be taken into consideration might include public speaking, leading workshops or event organising.

# Conditions of Service

Applications for these posts are invited from those who have the qualities required and a personal concern to give service in the wider peace movement. The appointment is for one year from September, following a short preparation period in London and Birmingham.

Working times may vary but the total hours per week are expected to average 35. QPSW will pay a remuneration of £22,522for the 12-month placement plus an allowance for the preparation period in August. National Insurance and other employee benefits will also be provided. Membership of a pension scheme is available. A Peaceworker is entitled to 27 working days leave per year or pro rata with the agreement of the organisation to which s/he is seconded.

The successful applicant is expected to complete a medical questionnaire.

*We regret that we are unable to apply on a candidate’s behalf for a UK permit to work in this role.*

**Guidance Notes**

**PLEASE READ THESE NOTES BEFORE COMPLETING THE APPLICATION FORM**

These notes have been designed to assist you by providing information about BYM’s recruitment process.

**Preparation**

You should spend time reviewing your skills, achievements and experience, identifying those that are relevant to the job.

**Making your Application - Job Details**

You should read the job description, person specification, advert and any background information so you know what the job involves. Think about why you are interested working for the Religious Society of Friends (Quakers in Britain), the post and how your knowledge, skills and experience (paid or non-paid) would enable you to be effective in the role.

**Supporting Statement**

You should write a supporting statement setting out the reasons why you think you are suitable for the post. **You must address each item on the person specification.**  You should highlight the experience, skills, achievements that you would bring to the post including, those that you have gained through previous employment, voluntary work or any other relevant experience.

**Accuracy of Information**

The information that you provide to the Religious Society of Friends, both on your application form and at interview must be accurate. If we discover that any information provided is inaccurate, an offer of employment may be withdrawn. Where an appointment has been made, we may take disciplinary action up to and including dismissal.

**Data Protection**

The personal information that you have supplied will only be used for recruitment and selection purposes. You should refer to the Privacy Notice on our website, which sets out how BYM will deal with the personal and sensitive data you have provided in your application form and supporting information.

If your application is unsuccessful, your application form will be retained for a maximum period of six-months.

We will not share your information with any other organisation unless required to do so by law.

**Equality & Diversity**

'At the Centre of Friends’ religious experience is the repeatedly and consistently expressed belief in the fundamental equality of all members of the human race. Our common humanity transcends our differences...We aspire not to say or to do anything or condone any statements or actions which imply lack of respect for the humanity of any person.' (Meeting for Sufferings, 1988)

The Religious Society of Friends (Quakers) is committed to equality. In order to monitor our commitment to equality we ask applicants for posts to complete our equality monitoring form. The information provided is treated in the strictest confidence and is detached prior to shortlisting. The forms are retained by HR and the panel do not have sight of them.

**Appointment Process**

After the closing date is passed, the recruiting manager and the interview panel shortlist applicants who demonstrated that they meet the essential criteria set out in the person specification. Only candidates shortlisted are invited for interview. If you do not hear from us within two weeks of the closing date your application has been unsuccessful.

Normally applications received after the closing date are not considered

**Interview**

If you are shortlisted for interview you will be invited to a selection process. All interviews are conducted by a panel of two or more including the recruiting manager. If there are any special arrangements associated with the selection process e.g. tests or presentations, you will be informed accordingly.

**Disability**

If you are an applicant with a disability and have any specific needs, adjustments that you would like us to make or queries please contact HR on 020 7663 1111/1110.

**Interview Outcome**

If you are invited to attend an interview/and or selection process you will be informed either verbally or in writing of the outcome. The successful candidate will have the decision confirmed in writing as an offer of employment. The unsuccessful candidate is offered the opportunity for feedback.

**References**

On the application form you are asked to provide us with the details of three referees, one of which must be from your most recent employer. If you were a student one of your referees should be from a tutor. We only contact referees with your permission after an offer of employment has been made.

All offers of employment are conditional upon the receipt of references that are satisfactory to BYM, verification of right to work in the UK, medical health clearance, and where applicable verification of qualifications and Disclosure and Barring Service.

**Right to Work in the UK**

Under Immigration Act 2014, employers must ensure that any prospective employee is legally entitled to live and work in the UK. If you are offered employment by the Religious Society of Friends (Quakers) you will be required to produce an official document confirming that you are entitled to live and work in the UK, e.g. passport; full birth certificate and official document confirming your name and national insurance number; or a passport/travel document/letter from the Home Office.

**Queries**

If you require further information or wish to raise any matters with regard the appointment process, please contact HR on 020 7663 1111/1110.

**Complaints**

Applicants for posts within the Religious Society of Friends (Quakers) have the right to complain if they feel they have been unfairly treated or discriminated against during the recruitment process. If you feel that this is the case you should contact Ric Moore, Head of HR & Training, on 020 7663 1111 (direct line) or by email: ricm@quaker.org.uk

**Working for Quakers in Britain**

Britain Yearly Meeting, is a national charity employing around 180 people. Its purpose is to work for, with and on behalf of Quakers in Britain.

**About our organisation**

Quakers is the name often 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 20,000 Quakers. We have 500 local Quaker Meetings, grouped into 72 'area meeting' charities. All these charities are affiliated to Britain Yearly Meeting (BYM).

Britain Yearly Meeting (BYM) 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 avoid unjustifiable and unlawful discrimination in our employment practices
* We 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.

**About Quakers**

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 (<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 ask for a free information pack – [www.quaker.org.uk/more-information](http://www.quaker.org.uk/more-information)