**Communication & Services Support Officer – Events & Committee Services**

Dear Applicant

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

* Job description and person specification
* Guidance Notes
* Information about working for Quakers in Britain
* Equality & Diversity information

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 be grateful 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 we receive your completed application in our office by the closing date. We do not accept CVs as an application for posts, but you can attach your CV to the application form if you wish. You should email your completed application to [quakeremploy@quaker.org.uk](mailto:quakeremploy@quaker.org.uk) The **closing date** for receipt of application forms is **23 April 2019 (9am)**. Interviews will be held on **29 April 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**

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| **JOB TITLE:** Communication & Services Support Officer – Events & Committee Team  **REPORTING TO**: Event & Committee Coordinator  **DEPARTMENT**: Communications & Services Department  **DATE**: February 2019 |

**Job Purpose**

Providing high quality administrative and office management support within the Communication & Services Department. The job will be based in any one of our three core areas, but may be asked to support other functions as the needs of the service dictate.

The core areas are (1) developing member and donor relationships, encouraging financial contributions and voluntary service; (2) working to increase the public awareness and political impact of Quaker work through political, media, and internet engagement and (3) supporting our governing committees, and several regular large events they commission each year.

**Additional Information**

Our administrators work to a common job description outlining key skills and offering flexibility within the Department. In practise they specialise on specific aspects of the work of one of the teams. Currently we are seeking someone to provide high-quality administrative support within the Events & Committee Services Team. This role includes providing administrative support for Britain Yearly Meeting’s governing committees and events Some attendance at events, often held at weekends, will be required. Longer time away will be required every three years for our Yearly Meeting Gathering.

**Key Accountabilities & Main Tasks**:

* Providing administration and support for committees including
  + Preparation and distribution of committee papers, including uploading to website.
  + Liaison with venues for meeting and accommodation.
  + Liaison with committee members and committee secretaries
* Providing support for nominating committees, including adding information to a database and interrogating it to report on information requested by the committee members.
* Providing support for events including
  + Management of bookings and collecting of required information
  + Preparation and distribution of participant information, including badges and other event materials
  + Liaison with venues and staff hosting the event
  + Communicating with participants
  + Updating information on the BYM website
  + Attendance at some events, likely to be weekends to provide on-site support.
* Updating website information which includes the use of a content management system.
* The post holder will also be asked to provide generic administrative support as follows:
* Communicating with a range of audiences by telephone, in writing (usually email) and often face to face, and taking appropriate action in accordance with agreed process
* Recording information on our membership database, as well as searching and retrieving information from it and running interrogation reports
* Analysing information on a range of subjects including financial data, as specified by the line manager, and preparing succinct reports and recommendations for managers
* Arranging hospitality and welcoming visitors and committee members
* Filing and archiving paper and electronic records according to protocols
* Booking travel, meeting rooms, hotels and other venues and processing expense claims according to agreed guidelines and policies
* Updating the website with relevant papers and information
* Pursuing personal development of skills and knowledge necessary for effective performance of the role
* Working in accordance with procedures relating to proper use and care of equipment
* Sorting and processing incoming post with other staff, on a rota basis.

**2. Intellectual Demands**

This post holder needs a high level of attention to detail, numeric skills, and the ability to work quickly, creatively and accurately under pressure. They should have the ability to work flexibly as part of a team. The post also demands the ability to plan, maintain and improve administrative systems. They should be conversant with developments in new technology and able if necessary to suggest creative improvements to working practices.

**3. Judgement**

The post is guided by defined organisational policies, procedures and codes of conduct. However the post holder needs the ability to effectively prioritise and plan their own workload, to be self directed within the team’s work plan and make operational decisions using their judgement and knowledge of organisational systems and procedures. They should have the ability to know when to check understanding before acting, and an instinctively ‘customer focussed’ and problem-solving approach in working with external contacts.

**4. Use of Resources**

The post holder has no budget or staff responsibilities but logs expenditure against budgets. They may on occasion coordinate volunteers, and they will use the usual office equipment including computers, printers, photocopiers, telephones, laminators.

**5. Communications**

**Internal – 80%**: Primary contacts will be with managers and staff.

**External – 20%**: With the support of the line manager. External contacts will mainly be Quakers, including those who are members of BYM governing committees, but could also include other contacts in donor organisations, campaigning partners, media professionals, companies providing a service to BYM, and the wider public.

**6. Physical Demands & Co-ordination**

Use of a computer workstation throughout most days. Occasional physical lifting of paper or other equipment.

**7. Working Conditions and Emotional Demands**

The post is primarily office based and involves working to tight deadlines. Occasional weekend and evening working (up to 10 per year but in all probability far less) with time off in lieu. Travel outside of London may occasionally be required.

**OTHER RESPONSIBILITIES:**

* Responsible for ensuring that Britain Yearly Meeting’s Equal Opportunities and Health & Safety Policies and its commitment to sustainability are adhered to in all aspects of the role
* To undertake other duties and responsibilities commensurate with the post from time to time.

**BRITAIN YEARLY MEETING**

**PERSON SPECIFICATION**

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| **Job Title:**  Events and Committee Support Officer  **Department:** Communications & Services  **Date:**  February 2019 |

**Essential Knowledge**

* Knowledge of and sympathy with Quaker values and ethos
* Educated to degree level or equivalent administrative experience
* Knowledge of administrative processes and digital media

**ESSENTIAL EXPERIENCE**

* Experience of using Microsoft Outlook, Excel, Word and internet facilities
* Experience of providing customer service
* Experience of providing administrative support
* Database experience (recording to and analysing data from)

**ESSENTIAL SKILLS**

* Strong Microsoft Outlook, Excel, Word and internet usage skills
* Good organisational skills
* Good verbal communication including a pleasant and friendly telephone manner
* People/customer service skills
* Ability to express oneself clearly in spoken and written English
* Ability to interpret instructions and issues arising
* Ability to analyse data, work flows, and situations to generate and report conclusions
* Willingness to learn new skills

**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**

You should be aware that information contained in or derived from your application may be retained in both manual and computerised form for the purpose of recruitment administration, the production of depersonalised statistical data relevant to recruitment, or equality issues and on appointment, personnel, payroll and pensions administration.

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.

**Completed applications**

Completed applications should be emailed by the stated closing date to: [quakeremploy@quaker.org.uk](mailto:quakeremploy@quaker.org.uk)

**Equality & Diversity**

**QUAKER FAITH & PRACTICE 23.36**

'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](mailto:ricm@quaker.org.uk)

**Working for Quakers in Britain**

Britain Yearly Meeting, is a national charity employing around 200 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)