**Public Affairs and Advocacy Manager**

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

When completing the online application, 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 online 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.

We do not accept CVs as a method of application for our vacancies, but you can attach your CV to the online application form if you wish. The **closing date is 28 May 2019 (9am)** and **interviews** will be held on **5 June 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:** Public Affairs and Advocacy Manager**REPORTING TO**: Head of External Communications**RESPONSIBLE FOR**: Scottish Parliamentary Engagement Officer Communications Coordinator**DEPARTMENT**: Communications & Services**DATE**: April 2019 |

**Job Purpose**

To enable BYM to undertake advocacy-themed communications campaigns, working with other members of staff and Quakers to deliver political and social change.

**Background**

The Public Affairs and Advocacy Manager is one of a small team working to promote public understanding of Quakerism in Britain and to increase the political and social impact of Quaker activities. We work in Westminster and support Quaker groups to work in the Welsh Assembly and local government.

The team empowers and supports staff throughout BYM, recognising that every employee is a communicator and applying communications skills to shared campaign goals. This role focuses on parliamentary advocacy and social media.

BYM’s current priorities are to build a sustainable and peaceful world; to support thriving Quaker communities; and to simplify Quaker structures and practices. We are working to improve two-way communication between BYM and our members locally; to integrate local, national and international work; and for all our work to make a difference.

**Key Accountabilities**

1. **Public Affairs and Advocacy**
2. Work collaboratively with colleagues to influence political decision-makers to achieve policy and campaigning objectives in Westminster and the Welsh Assembly.

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 in their political relationships
* Jointly planning and delivering campaigns
* Assessing and reviewing campaign risks
* Reviewing impact and applying learning to the work
1. Actively contribute to BYM programme objectives, reporting on performance indicators and milestones to committees, cross-organisational programmes and projects as required.
2. 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.
3. Alongside colleagues, engage with Quakers who support and work with BYM to help deliver our campaign priorities. Enable Quaker action by alerting colleagues and Quakers locally to opportunities, both planned for, and arising from unexpected events, and suggesting channels to further priority concerns.
4. Take necessary action to ensure BYM complies with the Transparency of Lobbying, Non-party Campaigning and Trade Union Administration Act 2014.
5. **Digital communications**
6. Ensure all of BYM’s social media communications are overseen and co-ordinated. Participate in the out-of-hours social media rota for BYM central channels.
7. Communicate BYM’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.
8. **Management**
9. Deputise for the Head of External Communications as needed. Help to ensure the team operates effectively and consistently by supporting co-ordinated communications, the development of team priorities, and planning.
10. Manage up to four other members of staff, who may be based in London or elsewhere in Britain.
11. Oversight of the Scottish Advocacy project, supporting the Scottish Parliamentary Engagement Officer in their work.

**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 digital communications tools

**External**: 50%

* Promote BYM objectives to audiences using a variety of channels
* Deliver clear communications to explain parliamentary processes, legislative timetables, and the links between Westminster, the Welsh Assembly and EU institutions to local & area meetings, committees, partners, stakeholders and parliamentarians
* Reporting to committees

**Other responsibilities:**

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

**Person Specification**

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| **JOB TITLE:** Public Affairs and Advocacy Manager **REPORTING TO**: Head of External Communications**DEPARTMENT**: Communications & Services **DATE**: April 2019  |

**ESSENTIAL KNOWLEDGE**

* Knowledge of the Westminster parliamentary system
* Understanding of charity regulations in relation to political campaigning
* Knowledge of and sympathy with Quaker values

**ESSENTIAL EXPERIENCE OF**

* 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 social media to support campaigning
* Planning, monitoring and assessing impact

**ESSENTIAL SKILLS**

* Collaborative approach to working with colleagues; ability to work as part of a team as well as between teams
* Excellent written and oral communications skills in English
* Ability to communicate confidently with decision-makers, NGOs, churches 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
* Facility with social media and other online tools
* Facility with a range of administrative software
* Creative problem solving
* Tenacity

**DESIRABLES**

* Knowledge of the Welsh parliamentary systems
* Knowledge of local government systems
* Knowledge of one or more particular areas of current Quaker advocacy
* Experience of planning and implementing campaigns, especially using social media
* Facilitation skills
* Line-management of staff, including staff based in a different geographical location

**Background Information**

## About BYM

Britain Yearly Meeting (BYM) is a national charity, working for, with and on behalf of Quakers in Britain. BYM is formally known as 'Britain Yearly Meeting of the Religious Society of Friends'. It employs around 200 people, who are accountable to the charity trustees, who in turn are appointed by and accountable to British Quakers.

As well as supporting Quaker meetings to be well-run faith communities, BYM works to translate Quaker faith into action, in a wide variety of ways. This includes speaking out and engaging with public authorities – tools which Quakers have used to promote our faith and our values for over three centuries.

## About the Advocacy and Public Relations team

The Public Affairs and Advocacy Manager belongs to a small team focusing on external communications. The team empowers and supports staff throughout BYM, recognising that every employee is a communicator and applying communications skills to shared campaign goals. Other members of this team help to produce publications and manage the website; support relationships with print and broadcast media; monitor reputational risk; and co-ordinate social media.

This role focuses on parliamentary advocacy and social media. We work in Westminster and support Quaker groups to work in the Welsh Assembly and local government. The main purpose of the role is to increase the political and social impact of Quaker activities.

## Working with colleagues

The Public Affairs and Advocacy Manager works closely with colleagues in Quaker Peace and Social Witness, which has programmes on:

* Peace work in Britain – promoting disarmament; peace education; and nonviolent social change
* Peace work internationally – particularly in East Africa and the Middle East
* Social justice work – focusing on economics, sustainability, crime and community justice, refugees and asylum-seekers, and housing

There is also a strong relationship with the office of the Recording Clerk (the equivalent to the CEO) in relation to cross-organisational issues. Two examples of this in recent years have been our work to promote same-sex marriage; and challenging the impact of the Lobbying Act.

From time to time, BYM also needs parliamentary expertise in relation to operational matters, such as the development of HS2 which will impact our subsidiary business, Friends House Hospitality Ltd.

## BYM priorities

This is an exciting time to join BYM, when our work is being shaped by new priorities. Trustees have asked us to focus on:

* **Thriving Quaker communities** – supporting meetings and other Quaker groups to be diverse and inclusive, to thrive and grow
* Working with and on behalf of Quakers to build a **sustainable and peaceful world**
* **Simplifying** our structures and processes in local and national organisation

We are also taking steps to make sure all of our work is:

* **Distinctively** **Quaker**, both in what we do and how we do it
* **Integrated** between Quakers locally, nationally and internationally but also within the organisation
* **Well-governed** – particularly being resourced, impactful and communicated effectively

## Quakers in Britain

Quakers in Britain – also known as the Religious Society of Friends – are a faith community with worship at the heart. Founded in 1652, we welcome people of all faith backgrounds who want to deepen their experience of God and find a way of living harmoniously in today’s troubled world. There are approximately 25,000 Quakers in membership, who worship in local meetings (472), grouped together into area meetings (70).

Britain Yearly Meeting (BYM) is the name of the charity that implements the Society’s central policy, owns its property, employs its staff and directs its work. BYM works centrally to run the affairs of the Society as a whole and to support local meetings. It also works to raise awareness of Quaker faith and to put Quaker thinking into practice for a just and peaceful world.

Our resources come from members’ contributions, legacies, inherited funds, grants, the gift-aided surplus of our hospitality company, rents from properties, interest and dividends. We spend these resources on deepening and sharing our spiritual experience and on acts of witness that arise from our faith. For Quakers, belief and witness are indivisible. We work for peace and justice, environmental sustainability, the alleviation of suffering, and the upholding of victims of oppression.

For information about Quakers in Britain, and the values Quakers share, see [www.quaker.org.uk/about-quakers](http://www.quaker.org.uk/about-quakers). You do not need to be a Quaker or a person of faith to work for Britain Yearly Meeting (about a third of our staff are Quakers) but we would expect you to be in sympathy with Quaker values.

## For further information

If you’d like to discuss the role informally, please contact Juliet Prager, Deputy Recording Clerk, email: julietp@quaker.org.uk

**Guidance Notes**

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

These notes are 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.

**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 has 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 200 people. Its purpose is to work for, with and on behalf of Quakers in Britain.

**About our organisation**

Quakers in Britain – also known as the Religious Society of Friends – are a faith community with worship at the heart. Founded in 1652, we welcome people of all faith backgrounds who want to deepen their experience of God and find a way of living harmoniously in today’s troubled world. There are approximately 25,000 Quakers in membership, who worship in local meetings (472), grouped together into area meetings (70).

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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)