**Young Friends General Meeting Coordinator/Communications & Services Assistant**

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 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 31 May 2019 (9am)** and **interviews** will be held on **25 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: Coordinator for Young Friends General Meeting (YFGM) / Communication & Services (C&S) Assistant **Reporting to**: Data Officer**Responsible for**: No responsibility for staff**Department**: YFGM / Communications & Services**Date**: May 2019 |

**Job purpose**

To provide support to YFGM and the Events & Committee Services (E&CS) Teams in relation to the preparation and delivery of work programmes; and to develop the postholder’s potential by providing experience of work in a Quaker setting, as well as project coordination, event organisation, planning and facilitation.

**Key accountabilities and main tasks (YFGM)**

* Provide organisational support to YFGM in fulfilling its long-term strategic goals.
* Foster and strengthen relationships between YFGM, Britain Yearly Meeting (BYM), and other organisations within the wider Quaker community.
* Develop the postholder's potential by providing experience such as committee coordination, organising, facilitating groups, researching, and practical volunteer management skills.
* Attending each YFGM gathering and planning weekend (six weekends per year), with a possibility of attending one or two other YFGM social events.
* Being the first point of contact for queries about YFGM and liaising with other organisations on behalf of YFGM.
* Making practical arrangements for YFGM gatherings and social events, including (but not limited to) booking meeting houses, registering participants, and sending information and reminders to participants including producing *Documents in advance*.
* Supporting YFGM trustees and committees, including answering queries, attending meetings, and providing resources and information as necessary. Overseeing financial transactions, handling and processing cash and cheque donations made to YFGM and ensuring that appropriate financial records are kept. Assisting the finance committee with fundraising activities as necessary.
* Processing relevant information, including personal data, about members of the YFGM community.
* Updating YFGM’s website and using social media on behalf of YFGM, within the guidelines set out by YFGM.
* Outreach on behalf of YFGM, including designing and updating leaflets and considering new forms of outreach.
* Keeping records of YFGM minutes and nominations.
* Undertaking particular projects or occasional research as agreed on a case-by-case basis by YFGM and BYM.
* Email newsletters and sharing information with the community

**Key accountabilities and main tasks (C&S)**

* Working as a member of the Communication & Services Team.
* To work as a general member of the Events & Committee Services (E&CS) Team.
* Processing information using a variety of electronic tools.
* Communicating with Friends both on the phone and in writing.
* Working on such projects or tasks as are devised to develop the successful candidate’s skill set.
* Provide administrative support to BYM events and committees as required.
* Work with BYM staff, including the EYAQ project officer, to develop communications between YFGM and BYM.

**Intellectual demands**

* Working collaboratively with colleagues and volunteers.
* Ability to communicate appropriately with a range of people, both verbally and in writing.

**Judgements**

* Planning their own workload, setting deadlines, schedules, communications and prioritisation of tasks and being self-directed within YFGM meeting schedule.
* Making decisions such as setting agendas, and when to pass items between committees, and judging when to consult the line manager or relevant clerk.
* Handling personal information about YFGM members with discretion and confidentiality, in line with YFGM data protection policy. Having an instinctively ‘customer focussed’ and problem-solving approach in working with members.
* Working with relevant YFGM volunteers, including the Safeguarding Lead, to uphold YFGM's safeguarding policy.

**Use of resources**

* Assisting the E&CS team in a range of administrative tasks, including the use of the BYM database.
* Supporting YFGM committees in a range of administrative tasks, including the use of the YFGM database, proofreading minutes, newsletters, social media updates.
* The role will include access to both sensitive and confidential information, within BYM’s & YFGM’s data safety policies.

**Communications**

* Internal (40%): working closely with E&CS team, which will involve participating in monthly meetings and collaborative planning for team work; writing intranet posts; working closely with EYAQ project officer.
* External (60%): liaising with Quaker meetings regarding suitability of venues for hosting YFGM (size, accessibility etc). Liaising with members of YFGM and of its governing committees.

**Physical demands and coordination**

* No unusual demands.

**Working conditions and emotional demands**

* Responsive to flexible nature of work, some weekend and evening work required.
* YFGM weekends invlove being on call for 14-15 hours each day.
* The post involves travel throughout Britain.
* Prepared to work in a busy open plan office.

**Person Specification**

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| **Job title:** | Coordinator for Young Friends General Meeting (YFGM) / Communications & Services Assistant  |
| **Department:** | YFGM / Communication & Services |
| **Date:** | May 2019 |

**Essential attributes**

* The personal qualities of self-discipline, adaptability, good judgement and patience, with a willingness to be generally helpful and supportive.
* A keen desire to embrace training and learn from the internship.
* Good communication skills, both in spoken and written word, as the postholder will need to connect comfortably with colleagues in different departments, committees, local meetings, etc.
* Initiative and desire to suggest new approaches and solve problems.
* IT literacy.

There is no requirement to hold a religious faith. Preference will be given to those who demonstrate their sympathy with Quaker values.

**Desirable attributes**

* Ability to demonstrate an interest in how the organisation works and different aspects of Quaker life work; also in the possible benefits of the internship.
* Experience of basic administration, and a willingness to be trained in specific areas such as record keeping.
* Basic understanding of how to update a WordPress website.
* Experience in creating social media content for outreach.
* Confidence in public speaking, and involvement in workshops or event organisation.

**Other responsibilities**

* Responsible for ensuring that Britain Yearly Meeting’s Equal Opportunities Policy is adhered to in all aspects of the role.
* Responsible for ensuring that Britain Yearly Meeting’s Health & Safety Policy is adhered to at all times.
* Responsible for ensuring that Britain Yearly Meeting’s commitment to sustainability is adhered to in all aspects of the role.
* To undertake duties and responsibilities commensurate with the post.

**Background Information**

Young Friends General Meeting (YFGM) represents Quakers in Britain aged 18-30ish. Residential weekends of around 60 participants are held three times a year at Quaker meeting houses across the country, with smaller planning weekends of around 30 participants in between. There are also occasional social events of 10–30 participants.

A typical YFGM event will consist of external speaker sessions, group activities and interest groups, as well as business to do with the running of YFGM and its relationship to other Quaker bodies and the wider world. Committees within YFGM organise the practicalities of residential events, take care of the community’s spirituality and organise sessions for each weekend. Business items are brought to YFGM by members, who also run interest groups and entertainment at weekends.

Britain Yearly Meeting (BYM) is a registered charity that employs over 100 staff to carry out the centrally managed work for the Religious Society of Friends in Britain (Quakers). This work is overseen by committees with membership drawn from Quakers throughout Britain. The role bridges YFGM & BYM and the postholder will work closely with the Engaging Young Adult Friends (EYAF) project officer to encourage more young Friends to offer service on BYM committees.

The Events & Committee Servicing Team is comprised of twelve staff, specialising in the support of Quaker committees and organisation of key Quaker events, including Yearly Meeting. In addition, team members play a vital role in the support of our nominating process. Alongside regular support for committees and events, the team is developing new ways of working for committee members that make better use of technology.

This position will be line managed by an Events & Committee Services Manager, though the postholder will work closely with other team members and liaise with staff across the organisation. The postholder will become a part of this close working and supportive team.

**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.

**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

**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)