**RCO Intern**

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 **26 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**

|  |
| --- |
| **Job title:** Recording Clerk's Office Intern **Reporting to**: Governance Manager**Responsible for**: No staff responsibility**Department**: Recording Clerk’s Office (RCO)**Date**: May 2019  |

**Job Purpose**

To provide general support to the Recording Clerk’s Office in fulfilling its long-term strategic goals; and to develop the postholder’s potential by providing experience of project co-ordination, event organisation, research, organisational planning and the work of the charity more generally.

**Key accountabilities and main tasks**

* Working as a member of the Recording Clerk's Office Team.
* Supporting the committees and working groups working on behalf of Quakers in Britain.
* Undertaking particular projects or research in various departments.
* Undertaking development/training opportunities.
* Interacting positively with a wide range of people in different roles.
* Accompanying and supporting the Recording Clerk and Deputy Recording Clerk by attending meetings, going on visits and acting as note taker.
* Supporting the RCO in producing the annual operational plan.
* Assisting affiliated groups in registering as Quaker Recognised Bodies.
* Supporting other departments with admin, e.g. producing mailings, assembling resources, and writing reports.
* Communicating with Quakers, in person, on the phone and in writing
* Writing posts for the staff intranet site.
* Managing records of minutes, plans and meetings.
* Helping to organise meetings and events (this includes room bookings, refreshments, travel, accommodation and additional requirements).
* Working on such projects or tasks as are devised to develop the successful candidate’s skill set.

**Intellectual demands**

* Working collaboratively with colleagues.
* Ability to communicate appropriately with a range of people, both verbally and in writing.
* Good attention to detail and ability to produce a high quality of work.

**Judgements**

* Awareness of when to ask for help, and when to take initiative.
* Tailor approach and communications appropriately to different audiences.
* Prioritise competing demands and work to deadlines.

**Use of resources**

* Assisting the RCO by undertaking proofreading and editing tasks.
* Assisting the RCO in a range of administrative tasks, including the use of our database, the preparation of our operational plan and the management of diaries.
* The role will include access to both sensitive and confidential information, within BYM’s data safety policies.

**Communications**

* Internal (40%): working closely with the RCO team, which will involve participating in monthly meetings and collaborative planning for team work; writing intranet posts explaining the work of the RCO and other departments, where necessary, to BYM staff.
* External (60%): liaising with Quaker groups and providing materials to help them register as Quaker Recognised Bodies; visiting Quaker meetings to represent BYM together with RCO staff; organising events and meetings with partner organisations in the charity sector.

**Physical demands and coordination**

* No unusual demands.

**Working conditions and emotional demands**

* Responsive to flexible nature of work, some weekend and evening work required.
* The post involves travel throughout Britain.
* Work in a busy open plan office.

**Person Specification**

|  |  |
| --- | --- |
| **Job title:** | Recording Clerk's Office Intern |
| **Department:** | Recording Clerk’s Office |
| **Date:** | May 2019 |

**Essential attributes**

* The personal qualities of self-discipline, adaptability, sound judgement and patience.
* A willingness to be generally helpful and supportive and to work collaboratively with colleagues to achieve goals, valuing the ideas and expertise of others and being ready to learn from them.
* A keen desire to embrace training and learn from the internship.
* Good communication skills, both in the spoken and written word, as the postholder will need to connect comfortably with colleagues in different departments, committees, local meetings, etc. This includes the ability to listen to others, understand them and respond appropriately.
* Creativity, initiative and desire to suggest new approaches and solve problems.
* Well-organised with the ability to plan effectively, meet deadlines and achieve results.
* Good attention to detail and the ability to produce high quality work.
* 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;
	+ different aspects of Quaker life and work;
	+ the possible benefits of the internship.
* Experience of basic administration, and a willingness to be trained in specific areas to meet the needs of the team’s work.
* 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 Safeguarding 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**

This is an exciting opportunity to develop practical working skills in the charity sector, with excellent training and development provision.

Our charity, Britain Yearly Meeting (BYM), supports and works on behalf of all Quakers in Britain. We have a central office in London (Friends House) and we employ about 150 staff. We have four charitable objectives: sustaining our church and faith; supporting meetings; promoting our faith and work; putting our faith into action. For more about us, see our website: <https://www.quaker.org.uk/> .

The Recording Clerk’s Office (RCO) is what in other organisations would be known as the Chief Executive’s Department. It is led by the Recording Clerk, supported by the Deputy Recording Clerk and has another 10 staff members, plus an intern in the team. Its role includes overseeing the work of the charity; developing external relations; developing relations with local and area Quaker meetings; supporting governance of the church and charity; and supporting church government.

A former intern says, “Being the intern for the Recording Clerk’s Office has been a really fun way for me to spend a year adjusting to the world of work after university. There are so many people working on amazing and super interesting projects at Friends House, and I’ve been given the freedom and flexibility to get involved in lots of different things. I’ve particularly enjoyed visiting Quakers around the country and collecting stories about what Quakers are doing to help refugees. As a result of this year, I definitely feel more confident in the way I’d approach various challenges at work in the future, and I also have a much better sense of what areas of work interest me (and what to steer well clear of!).”

The appointment is for 12 months. The term can be varied by agreement according to the successful applicant's needs. For example, the internship may suit a candidate on a gap year, studying part-time, or wishing to work for less than a year.

The post is intended to be a learning opportunity for the successful applicant and will include a range of training events specifically developed for our interns, and other training and development opportunities specifically suited to the postholder, identified as part of the line management process.

We expect that there will be some weekend working on Britain Yearly Meeting committees and in support of Quaker Meetings around Britain. Working times may vary but total hours per week are expected to average 35, with time off in lieu provided for work in excess of this.

**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)