Dear Applicant

**Head of Local Development**

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

* The job description and person specification
* Background information
* Guidance notes
* Equality & Diversity information
* Information about working for Quakers in Britain

If you would like to apply for this post, please click on the link on the website to complete the online application form. 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 you complete your application by the closing date. We do not accept CVs as an application for posts, but you can attach your CV to the online application form if you wish. The closing date is **23 September 2019**.

**We do not send individual acknowledgement of applications due to the high volume of applications we receive, and we only contact candidates who have been shortlisted for an interview. If you do not hear from us within two 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**

**BRITAIN YEARLY MEETING**

**JOB DESCRIPTION**

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| **JOB TITLE:** Head of Local Development    **REPORTING TO**: Head of Witness and Worship    **RESPONSIBLE FOR**: Team Leaders – Local Development  **DEPARTMENT**: Quaker Life  **DATE**: August 2019 |

**Job purpose**

Reporting to the Head of Witness and Worship, the Head of Local Development will play a leading role in the development and delivery of BYM and Woodbrooke’s integrated support for meetings strategy by managing a multi-year rollout of Local Development Workers (LDWs) across Britain Yearly Meeting (BYM, the Quaker community in Britain). The job is also jointly responsible for integrating local development work with other support for meetings functions within BYM and Woodbrooke (the largest provider of Quaker learning in Britain – see www.woodbrooke.org.uk).

LDWs are placed in different parts of Britain to work alongside local Quaker communities to enable them to thrive in a way that meets the aspirations of Our Faith in the Future.[[1]](#footnote-1) The specific nature of the support is flexible to reflect the needs and circumstances of Quaker communities in each area. Local development support will include a mixture of spiritual, practical, pastoral and facilitative approaches, as well as offering opportunities for community development and learning either provided directly by LDWs or by others.

The Head of Local Development will have responsibility for recruiting Local Development Team Leaders and overseeing the recruitment and shaping of the entire local development team, based in locations across Britain. They will encourage teamwork and sharing of good practice among the LDWs, as well as undertaking significant collaboration with other colleagues, especially those based at Friends House in London (the main Quaker office in Britain), to help reshape their work and culture so they can work effectively with LDWs.

The role-holder is part of BYM’s Operational Managers’ Team (OMT), who together are responsible for ensuring the delivery of the centrally managed work of Quakers in Britain.

Operational managers help to shape and drive forward the work of BYM under the strategic guidance of BYM’s senior managers (Management Meeting). They also bridge the relationship between Management Meeting and the rest of BYM’s staff.

All aspects of the work will be embedded in Quaker testimony and practice; guided by the aspirations of Our Faith in the Future and underpinned by the strategic priorities of Britain Yearly Meeting and Woodbrooke.

**Key responsibilities and main tasks**

***Operational leadership of local development work (35%)***

* Contribute to the development and delivery of BYM and Woodbrooke’s integrated support for meetings strategy.
* With Local Development Team Leaders, build and develop a strong and cohesive team of LDWs, whose work is well integrated with other BYM and Woodbrooke support for meetings work and which in time will cover the whole of Britain Yearly Meeting.
* With BYM and Woodbrooke colleagues, decide on the locations for future waves of local development work, following dialogue with local Quaker communities and identifying need in different regions.
* With colleagues, help reshape other BYM and Woodbrooke work supporting Quaker communities, in order that it integrates with local development work as seamlessly as possible.
* With other BYM Operational Managers and Woodbrooke programme staff, embed the culture change necessary to enable effectively working with a geographically dispersed staff team.
* Ensure the local development work promotes local leadership development, vibrant Quaker communities which embrace diversity, and increased connectedness across local Quaker communities and between Local Quaker communities and the work of BYM & Woodbrooke.
* With BYM and Woodbrooke colleagues, oversee communications with Quaker communities about local development work before and after they receive LDWs to enable effective decision making about LDW deployment and understand priorities for LDW support in each area.
* Promote broad support for the general approach of local development work among Quaker communities.
* With BYM colleagues and Woodbrooke ensure that support for Quaker communities that do not yet have a LDW remains at an acceptable level and standard.
* Ensure the setup and implementation of an effective monitoring and evaluation system for local development work. This is likely to include contracting and working external consultants as well as BYM and Woodbrooke staff.

***Management of staff and departmental leadership (40%)***

* Lead and oversee the local development staff team (currently 4 LDWs plus one Team Leader, expected to grow to between 12 and 20 LDWs and up to five Team Leaders by 2024).
* Manage effective recruitment and induction of new LDWs and Team Leaders, jointly with Woodbrooke.
* Line manage staff, overseeing their work, support and development needs. Initially this is likely to include all Team Leaders and an administrator within the local development team.
* Plan, manage, and monitor the delivery of a high standard of work by staff within the local development team.
* Help BYM realise its aspiration to be an exemplary employer, including by upholding the BYM Managers’ Commitment and the values of the organisation in your management of staff.
* Together with other operational managers in Quaker Life, take joint responsibility for leading that department by helping develop departmental goals that contribute to BYM’s objectives, and by motivating and guiding staff towards achieving those goals.
* With Local Development Team Leaders, ensure that local development team members develop and maintain an appropriate mix of skills to support effective community development.

***Operational management and planning (15%)***

* Contribute to the development of BYM’s operational plans, in particular the support for meetings programme and major projects, to ensure these respond to local experience and needs, within the context of YM-wide support for meetings strategy.
* Contribute to the development of Woodbrooke’s operational plans, in particular the support for meetings programme and major projects, to ensure these respond to local experience and needs, within the context of the joint YM-wide support for meetings strategy.
* Plan work in a way that enables LDW team to maintain a sustainable workload, dividing their time between responding to local agendas and needs, local leadership development and contributing to YM-wide projects and professional/team development.
* From time to time, work collaboratively with other operational managers across BYM to help achieve shared organisational goals, including working in clusters where appropriate.

***Budgeting (5%)***

* Make best use of BYM’s resources by developing, applying and monitoring accurate budgets that reflect BYM’s organisational goals.

***Governance and reporting (5%)***

* Oversee systems to monitor and evaluate information on the work, staff and budgets of the local development team and Quaker Life.
* Support good governance within BYM, including by sharing information and reporting as required.
* Attend committee meetings as appropriate, in particular Quaker Life Central Committee, providing guidance and expertise as required.

**Intellectual demands**

* Analytical planning, prioritising and project management skills.
* Ability to understand complex information, summarise it and to present it to a range of audiences.
* Strategic thinking and problem solving.
* The ability to respond flexibly to changing circumstances and solve problems.
* A high level of attention to detail and the ability to work quickly and accurately under pressure.
* Ability to manage a complex workload and set of expectations.
* Managing and supporting individuals and teams to work well in complex and potentially emotionally draining situations.

**Judgements**

* In several areas, be largely self-directed and make operational, managerial and professional decisions based on existing knowledge and judgement.
* Make strategic and day-to-day decisions and advise senior colleagues, clerks and trustees, guided by solid knowledge of Quaker practice, policies, and procedures.
* Apply creative approaches to support for Quaker communities.
* Balance and negotiate priorities and planning in the context of the joint BYM & Woodbrooke support for meetings strategy, within the parameters set by Quaker Life Central Committee and Management Meeting.
* Identify and judge the appropriate way to respond to potentially challenging situations, in line with legal and organisational requirements/guidelines. (e.g. in relation to safeguarding; equality; charitable or Quaker governance)

**Use of resources**

* Team management of 15-25 staff, once LDW rollout complete.
* Co-responsibility for support for meetings budget with specific development and management of local development work (potentially £500k pa+ including staff costs).
* Commitment and willingness to share staff resources across teams and to work collaboratively during workload peaks and troughs across the whole organisation.
* Responsibility for safekeeping of I.T. equipment and a mobile phone.

**Communications**

*Internal (colleagues in BYM and Woodbrooke)* ***70%***

* Regular contact with colleagues and committees, in particular:
  + Co-ordination of local development work across Britain Yearly Meeting
  + Co-ordination of local development work with other work across BYM and Woodbrooke.
  + Reporting to Management Meeting, Trustees, central and standing committees
* Ensuring that learning from local development work feeds into overall organisational development.
* Jointly responsible for brokering effective working relationships with other staff in BYM and Woodbrooke.

*External (primarily Quakers in local and area meetings, committees etc.)* ***30%***

* Contact with Quakers across Britain, particularly through local development teams.

**Physical demands & co-ordination**

* The work is both office based and based in external locations. There is the requirement to travel regularly and to transport and lift I.T. equipment and resources.

**Working conditions and emotional demands**

* Significant UK travel, including overnight stays.
* Significant evening and weekend work will be required, for attendance at committee and residential events, or for participation in local development activities in Quaker communities (estimate 7-10 weekends a year).
* Depending on office location, working in a busy open plan office with regular interactions with colleagues.

**Base**

The base for the role will be agreed in discussion with BYM. BYM will pay reasonable costs for office space as appropriate. It could be:

* Office space at Friends House (London) or Woodbrooke (Birmingham)
* In an office space in a Quaker Meeting House
* In a shared office or hot desk facility
* At home (for which a home working allowance will be paid)

Wherever based, the Head of Local Development will be in a different geographical area from many other members of the local development team.

BYM will provide suitable furniture, IT and other equipment to equip an office as needed.

**Travel**

The post-holder will be required to travel widely within Britain. This will include travel to support and line manage Local Development Team Leaders, as well as meetings/trainings particularly (but not limited to) Friends House (London) and Woodbrooke (Birmingham).

Britain Yearly Meeting prioritises the use of public transport as part of its commitment to sustainability. Where this is not practicable, the post-holder may use their own car, or hire a car, in line with BYM policy and procedures.

It should be noted that some locations are extremely difficult to access by public transport, especially on a Sunday.

Reasonable travel costs from the office base will be paid in line with BYM policies and procedures.

The post holder requires emotional resilience and the ability to remain grounded. There may be conflicting opinions or complex situations to manage as Quakers share and explore their spiritual journeys.

**Other responsibilities**

* Responsible for ensuring that Britain Yearly Meeting’s Equality Policy is adhered to in all Ensuring that Britain Yearly Meeting’s Equal Opportunities Policy, Health and Safety Policy, Data Protection Policy and Safeguarding Policy are adhered to at all times in all aspects of the role.
* Responsible for ensuring that Britain Yearly Meeting’s commitment to sustainability is adhered to in all aspects of the role.
* Responsible for ensuring that Britain Yearly Meeting’s IT Policy is adhered to at all times.
* Undertaking duties and responsibilities commensurate with the post.

**BRITAIN YEARLY MEETING**

**PERSON SPECIFICATION**

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| --- |
| **JOB TITLE:** Head ofLocal Development  **DEPARTMENT:** Quaker Life  **DATE:** August 2019 |

**Essential knowledge**

* Knowledge of and sympathy with Quaker values.
* Knowledge of Quaker structures, processes, discipline and culture.
* Knowledge of project evaluation.
* Experience of supporting the empowerment and development of community or faith group networks to foster community and share learning.
* An understanding of how service delivery is impacted by the culture and geography of different parts of Britain.

**Essential qualifications**

* A degree level qualification, or significant life experience, in a related field.

**Essential experience**

* Previous involvement with change programmes both internally and externally and a demonstrable understanding of the complexity of facilitating change
* Management of staff, including experience of managing other functional specialists and team leaders
* Management of a geographically disbursed team
* Proven experience in planning and delivery of projects/programmes.
* Experience of using a range of monitoring and evaluation approaches to measure effectiveness and develop best practice.

**Essential skills**

* Ability to lead and implement change.
* Ability to plan and organise complex and competing workloads, employ resources effectively and efficiently.
* Proactive approach to problem solving, delivering solutions, and seeking continuous improvements.
* A high level of attention to detail and the ability to work quickly and accurately under pressure.
* Good analytical, critical thinking and problem solving skills.
* Working as part of a team and in collaboration with colleagues and volunteers.
* Excellent IT skills (including with Word, Excel, Outlook, databases, use of technology to work with colleagues in other locations) with the ability to learn new software and applications quickly.
* Excellent interpersonal skills, with the ability to develop effective and empowering working relationships with a wide range of individuals and in groups.
* Ability to identify and respond appropriately to legal, governance or risk issues, such as safeguarding, health and safety, charitable compliance.
* Able to manage a budget and deal with everyday financial matters for a team and project.
* Excellent verbal and written communication skills, including presentation skills.

**Desirables**

* Experience of reporting to governance bodies and working within the parameters they set.
* Understanding of safeguarding of children and vulnerable adults within a faith setting.

**Competencies**

**Influence**

* Influences others at higher level, including Management Meeting, and senior volunteers
* Communicates and obtains ownership of difficult decisions
* Negotiates to resolve differences while maintaining support
* Builds solutions with others
* Builds networks, creating productive connections
* Influences others at all levels of the organisation

**Planning**

* Translates insights, knowledge and analysis into plans
* Influences and negotiates with others to obtain resource allocation and collaborative working
* Applies awareness and insights of the external environment
* Sees local development within the context of the wider organisational strategy and objectives
* Identifies trends and relationships in complex information
* Critically filters information and shows good judgment
* Analyses risk

**Communication**

* Understands the needs and agendas of others and is able to empathise
* Effectively adapts style to situation and audience
* Engages others through active listening
* Contributes opinion with conviction

**Performance Management**

* Creates and develops high performing teams
* Inspires, motivates and engages people to improve their performance and that of others
* Drives accountability for delivering goals and manages the consequences for those that under-perform
* Helps individuals to recognise their responsibility to develop their performance
* Draws in expert support where required, e.g. HR
* Works across the organisation
* Thinks and acts in the best interests of wider organisation
* Actively builds and encourages others to build collaborative relationships with all parts of the organisation and creates a shared culture of communication and fundraising across the organisation

**Background Information**

## About Quakers

The Religious Society of Friends (Quakers) is a radical faith group with its roots in Christianity. It emerged in the mid- 17th century as a group with no separate priesthood, and with a form of worship based in silence. Quakers have been committed to peace, equality, simplicity and integrity throughout history and are known for work to bring about social change over the years, such as on the abolition of the slave trade, the relief of suffering in wartime, improving living conditions for factory workers and the introduction of same-sex marriage. You can read more about the story of Quakers at [www.quaker.org.uk/intro-quakers](http://www.quaker.org.uk/intro-quakers).

## About Britain Yearly Meeting

Britain Yearly Meeting (BYM) is the national umbrella organisation for Quaker meetings in Britain. We provide events and support services to nearly 500 local Quaker meetings across Britain, carry out peace, sustainability & social justice work on their behalf, and work to raise public awareness of Quakerism.

All Quakers in Britain are invited to come together at Yearly Meeting (the annual sessions of Britain Yearly Meeting), which meets to explore, through worship, the issues of concern to British Quakers, and to guide the work of the national charity.

We are a registered charity with an annual turnover of around £12m, and assets of over £77m. Responsibility for the charity lies with the fifteen Trustees of Britain Yearly Meeting, appointed from among the Quaker community. BYM is based at Friends House (opposite Euston station in central London), which houses our central offices accommodating our 150 staff. You can download our Trustees Annual Report & Financial Statements here: [www.quaker.org.uk/annualreport](http://www.quaker.org.uk/annualreport).

The work of Britain Yearly Meeting is carried out through five departments:

1. Quaker Life supports Quaker meetings in their life and worship, oversees Quaker outreach, provides training, organises events for children & young people and runs the Library of the Society of Friends.
2. Quaker Peace & Social Witness works on behalf of Quakers in the areas of peace, economic justice, sustainability and criminal justice, through campaigning, training, placements, community empowerment and by supporting Quakers in local meetings with their activities and concerns.
3. Quaker Communication & Services works to promote public awareness of Quakerism, provides advocacy, media, web and publications services to the organisation, and oversees fundraising from Quakers, Quaker meetings and trusts. It also provides a secretariat for the Quaker governance structures.
4. Quaker Finance & Property oversees the budget and finances of BYM, including our ethical investment portfolio, various properties and legacies.
5. Our wholly-owned trading subsidiary, Friends House (London) Hospitality Ltd, operates Friends House as a major conference venue and runs the building facilities. We have recently completed a major refurbishment of our main 1000-seat auditorium, which has been relaunched under the name The Light (see [www.friendshouse.org.uk](http://www.friendshouse.org.uk) and [www.thelightateuston.org.uk](http://www.thelightateuston.org.uk) for more information). The Hospitality Company also runs Swarthmoor Hall, a historic house with accommodation in Ulverston, Cumbria (www.swarthmoorhall.co.uk).

You can read more about the governance structures of the Quaker organisation in Britain here [www.quaker.org.uk/documents/quakers-in-britain---a-short-guide-to-our-structures](http://www.quaker.org.uk/documents/quakers-in-britain---a-short-guide-to-our-structures).



## About local development work

This is a new team within Quakers in Britain that will bring support closer to meetings and other Quaker communities. Working in partnership with Woodbrooke, the Quaker study centre based in Birmingham, Quakers in Britain are committed to placing local development workers within reach of every Quaker community in Britain within five years. The new team will be based within Quaker Life and will play a key role in delivering the joint BYM/Woodbrooke support for meetings strategy being developed.

This work follows on from the successful Vibrancy in Meetings pilot project, the main evaluation for which can be found [on the Woodbrooke website](https://www.woodbrooke.org.uk/wp-content/uploads/2019/03/NCVO-CES-Vibrancy-main-evaluation-report-March-2019-.pdf).

## Our Values

How we act as Quakers goes together with what we believe.

We don’t have a fixed creed because we have found that the search for truth can lead us to new expressions of values as well as confirming existing ones. We call these values ‘testimonies’. Today we focus on equality, peace, truth, justice and simplicity, and how they relate to one another.

Our testimonies encourage us to work for a more just, peaceful and sustainable world. It’s not always easy to live this way, but as Quakers we try to encourage each other to keep trying.

### Equality and justice

Quakers believe everyone is equal. This inspires us to try to change the systems that cause injustice and that stop us being genuine communities. It also means working with people who suffer injustice, such as prisoners of conscience and asylum seekers. We were campaigning for independent juries in the 17th-century, for marriage equality in the 21st, and for a range of things in between.

### Peace

Quakers are perhaps best known for our peace testimony. It comes from our belief that love is at the centre of existence and that all human life is of equal worth. It has led Quakers to refuse military service and work creatively for peace. This has ranged from practical work in areas affected by violent conflict to developing alternatives to violence at all levels. This could be personal or international.

### Truth and integrity

Quakers try to live according to the deepest truth we know, and we connect most deeply to this in the stillness of worship. This means speaking the truth at all times, including to people in positions of power. As we are guided by integrity, so we expect to see it in public life.

### Simplicity and sustainability

Quakers are concerned about excess and waste in our society. We want to make sure our use of natural resources is sustainable. We try to live simply and to find space for the things that really matter: the people around us, the natural world, and our experience of stillness. The process of living out our faith is often called Quaker Witness – you can [find out more about Quaker work by listening to our podcast](https://www.quaker.org.uk/our-work/podcast).

**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 some 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 in working for Quakers in Britain, the post and how your knowledge, skills and experience (paid or non-paid) will 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 will shortlist applicants who have 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. Unsuccessful candidates will be offered the opportunity for feedback.

**References**

When completing your application, you are asked to provide us with details of three referees, one of which must be from your most recent employer. If you are a student, one of your referees should be from a tutor. We will 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 Quakers in Britain 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)

1. Our Faith in the future is a document which sets out a shared vision of what Quakers in Britain would like their society to be like in the future. It is based on contributions from Quakers throughout the yearly meeting and was agreed by our national representative body in 2015 [↑](#footnote-ref-1)