Dear Applicant

**Yearly Meeting Gathering Accessibility Officer**

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

* Job description and person specification
* 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**. Interviews will take place on **4 October 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**

|  |
| --- |
| **JOB TITLE:** Yearly Meeting Gathering Accessibility Officer  **REPORTING TO**: Events and Committee Coordinator    **RESPONSIBLE FOR**: No responsibility for staff  **DEPARTMENT**: Communications and Services  **DATE**: August 2019 |

**Job Purpose**

To ensure that resources are best used to enable the inclusion of participants with additional needs at Yearly Meeting Gathering 2020, a residential event for 1,500 people of all ages being held at University of Bath, 1 to 7 August 2020 (see www.quaker.org.uk/ym).

1. **Key Accountabilities & Main Tasks**

Working with members of the Events & Committee Services Team, the YM Gathering Accessibility Officer will be expected to:

1. Liaise with participants with known additional needs before the event to ensure there is clarity about their needs and how they will be met.
2. Liaise with the university to ensure the facilities available are used most appropriately.
3. Liaise with the YM Pastoral Care Group to address concerns as they arise.
4. Work with parents of children and young people attending the event to clarify support needs outside the programme.
5. Liase with Children & Young People (CYP) staff who are responsible for meeting access needs of participants during programme time.
6. Attend (if needed) one or more Children's Programme volunteer days to provide guidance on meeting access needs of children and young people.
7. Advise staff and committee members on how to make the event more inclusive.
8. Be a named point of contact during the event for those with additional needs.
9. Oversee the use of mobility and portable access equipment.

**2. Intellectual Demands**

1. Knowledge of the key issues which those with additional needs may face
2. Understanding of resources which can be put in place to help full participation in the Gathering.
3. Empathy with people with a variety of needs (physical, emotional and mental).
4. Ability to handle a variety of individual needs simultaneously and effectively.
5. The ability to remain consistent under pressure (i.e. during the residential event).
6. Good written and verbal communication skills.
7. Discretion and adherence to confidentiality as you will be dealing with very personal information.

**3. Judgements**

1. Understanding the subtext of communication with participants.
2. Handling a range of delicate situations with tact and clarity. This may include being realistic about what is practically achievable (i.e. sometimes you might have to say we can’t help).
3. Advising event planners on how to make the event more inclusive.

**4. Use of Resources**

1. Making best use of existing resources: University, Quaker and volunteers.
2. Advising on potential additional resources along with their costs and benefits.
3. Handling confidential medical information.
4. Use of e-mail, word processors, internet and spreadsheets. Training will be provided on our contacts database.

**5. Communications**

**Internal**: (30%)

1. Working with other team members to ensure accessibility issues are embedded in the wider planning.
2. Working with the Children & Young People Staff Team regarding accessibility for under 18 participants.

**External**: (70%)

1. Liaison with University of Bath with regard to facilities for people with additional needs.
2. Liaison with resource providers such as equipment suppliers.
3. Contacting participants in good time to ensure that their needs are understood and communicating how these may be met.
4. Volunteer liaison and co-ordination before and during the event.

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

Before the event there are no unusual demands. During the event long hours are expected, including on call, and it is difficult to avoid fatigue.

**7. Working Conditions and Emotional Demands**

Much of the preparative work will be based in Friends House, London, though some remote working may be possible.

The postholder will be expected to make a site visit to the university early in their appointment and further visits may be necessary.

During the event (and just before), the team will be based at the University of Bath.

**OTHER RESPONSIBILITIES**

1. Adhering to BYMs Equal Opportunities and Health and Safety Policies, and to its commitment to sustainability in all aspects of the role.
2. To undertake duties and responsibilities commensurate with the post.

**BRITAIN YEARLY MEETING**

**PERSON SPECIFICATION**

|  |
| --- |
| **Job Title:** Yearly Meeting Gathering Accessibility Officer  **Department:** Communication and Services  **Date:** August 2019 |

**ESSENTIAL KNOWLEDGE**

1. Knowledge of and sympathy with Quaker values.
2. Sound understanding of issues surrounding accessibility and inclusivity for all ages.

**ESSENTIAL EXPERIENCE**

1. Significant experience of enabling people with a variety of access issues.

**ESSENTIAL SKILLS**

1. Problem solving skills and a positive approach to challenge and change.
2. Ability to take initiative and manage own workload.
3. Outward facing and with well developed customer skills.
4. Collaborative and inclusive style.
5. Tact and diplomacy, sound judgement.
6. Good administrative and organisational skills with excellent attention to detail.
7. Good written and verbal communications skills in English.
8. Competent in the use of email, word processors, internet and spreadsheets.

**Background Information**

Quakers have a way of life built upon the principles of truth, equality, peace and simplicity. There is a long-held commitment to putting faith into direct action in the world.

## Structure of Britain Yearly Meeting

Britain Yearly Meeting (BYM) is a registered charity. It employs about 200 staff to carry out work done on behalf of all Quakers in Britain. The work is overseen by Trustees and committees with membership drawn from Quakers throughout Britain.

For information about the Religious Society of Friends (Quakers in Britain) and worshipping practices, please go to www.quaker.org.uk/about-quakers or phone our outreach section on 020 7663 1017.

## Yearly Meeting Gathering

Yearly Meeting Gathering (YMG) is a residential week-long event for Quakers and their families. It is held every three years. It combines business sessions of Quakers in Britain with opportunities for learning, exploring issues and community building. The next YMG will be at University of Bath, from 1 to 7 August 2020.

YMG aims to be an integrated, inclusive, inspiring and accessible event. YMG 2017 attracted 1,700 participants, including over 200 with identified access needs. The post holder will play a key role in ensuring the smooth running of the largest event on the Britain Yearly Meeting calendar. Making the event inclusive is central to the planning.

The post holder will oversee the support provided to participants with access needs. They will also advise on how to make the event more accessible. They will work closely with the Pastoral Care Group (a team of volunteers who look after the welfare of participants), the Events and Committee Coordinator (staff member responsible for logistics of the event) and the Children and Young People’s Team (staff who coordinate the planning and running of programmes for all under 18 participants.)

The post holder will have a great deal of contact with Quakers, liaising personally with participants with access needs, and parents of children with access needs.

**Time commitment**

This position is a part time role equivalent to 14 hours per week for the duration of the contract. However, the time commitment will be staggered, starting with one day a week, increasing to two days a week and later on full time just before the event. The post holder will be required to stay on campus during the event. A short amount of time will be needed after the event to report back.

## Events & Committee Services Team

The Events & Committee Services Team is part of the Communication & Services Department. Other functions of the department include: advocacy & public relations, relationships with Quaker meetings and fundraising. The team provides administrative support to a range of governance committees and BYM events ranging from 40 to 1,700 participants. We are continually developing our support through better use of technology and improved systems.

## For further information

Krishna Ramamurthy, Events and Committee Coordinator

Tel: 020 7663 1109

Email: krishnar@quaker.org.uk

**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 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 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 the 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 only contact referees with your permission after an offer of employment has been made.

All offers of employment are conditional upon the receipt of references that are satisfactory to BYM, verification of right to work in the UK, medical health clearance, and where applicable, verification of qualifications and Disclosure and Barring Service.

**Right to Work in the UK**

Under Immigration Act 2014, employers must ensure that any prospective employee is legally entitled to live and work in the UK. If you are offered employment by the Religious Society of Friends (Quakers) you will be required to produce an official document confirming that you are entitled to live and work in the UK, e.g. passport; full birth certificate and official document confirming your name and national insurance number; or a passport/travel document/letter from the Home Office.

**Queries**

If you require further information or wish to raise any matters with regard the appointment process, please contact HR on 020 7663 1111/1110.

**Complaints**

Applicants for posts within the Religious Society of Friends (Quakers) have the right to complain if they feel they have been unfairly treated or discriminated against during the recruitment process. If you feel that this is the case you should contact Ric Moore, Head of HR & Training, on 020 7663 1111 (direct line) or by email: [ricm@quaker.org.uk](mailto:ricm@quaker.org.uk)

**Working for Quakers in Britain**

Britain Yearly Meeting, is a national charity employing around 200 people. Its purpose is to work for, with and on behalf of Quakers in Britain.

**About our organisation**

Quakers is the name often used for the Religious Society of Friends. Although we have our roots in Christianity, we also find meaning and value in the teachings and insights of other faiths and traditions.

In Britain there are about 20,000 Quakers. We have 500 local Quaker Meetings, grouped into 72 'area meeting' charities. All these charities are affiliated to Britain Yearly Meeting (BYM).

Britain Yearly Meeting (BYM) is a charity, formally known as 'Britain Yearly Meeting of the Religious Society of Friends'. The trustees are appointed by and accountable to British Quakers; and because this work is done for and on behalf of Quakers from the whole of Britain, the work we do is known as ‘centrally-managed work’.

**A Quaker workplace**

We aim for our workplace to be consistent with Quaker values - broadly the same as most well-run progressive organisations. For example:

* We expect staff to respect each person regardless of age, race, religion, gender, transgender status, sex, sexual orientation, disability, marital or civil partnership status
* We avoid unjustifiable and unlawful discrimination in our employment practices
* We follow good employment practice, with clear and supportive line management
* We have a 1:4 ratio between the lowest and highest salaries
* We aim to be open and honest in all our work
* We avoid titles such as ‘Mrs.’ or ‘Mr’.

Very few jobs with BYM are restricted to Quakers, although about 1/3 of the staff are Quakers or linked to Quakers in some way.

**About Quakers**

The Quaker way is based on silent worship, as a way to help people connect directly to God. Quakerism began in Britain in the 17th Century. Its roots are in radical Christianity, although today not all Quakers call themselves Christian.

Quakers share a way of life rather than a set of beliefs. We seek to experience God directly, within ourselves and in our relationships with others and the world around us.

Quakers are ordinary people, who try to live their values they can. This leads many Quakers to work for a better world. Values that are important to us include truth and integrity; simplicity; equality; peace; and sustainability.

You do not need to be a Quaker to worship with us at one of our meetings.

You can find out more:

• From our website - www.quaker.org.uk

• By reading `Advice and Queries’ which is an introduction to Quaker belief (<http://qfp.quaker.org.uk/>)

• By visiting the Quaker Centre at Friends House, which has leaflets and books, and volunteers who can answer questions

• Or ask for a free information pack – [www.quaker.org.uk/more-information](http://www.quaker.org.uk/more-information)