Dear Applicant

**Team Leader, 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 into 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 **9am on Monday 9 December 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**

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| **JOB TITLE:** Team Leader, Local Development  **REPORTING TO**: Head of Local Development  **RESPONSIBLE FOR**: Local Development Workers  **DEPARTMENT**: Quaker Life  **DATE:** November 2019 |

**Job Purpose**

Contribute to the development and delivery of Britain Yearly Meeting (BYM) and Woodbrooke’s integrated support for meetings strategy by supporting and developing a team of four to six Local Development workers (LDWs).

Local Development Work is a new initiative which is a partnership between BYM and Woodbrooke. It builds on the work of the Vibrancy in Meetings Pilot Programme, which has been running since 2016 – see [www.woodbrooke.org.uk/vibrancy](http://www.woodbrooke.org.uk/vibrancy). The current team of four LDWs will be continuing, alongside new staff to be recruited in 2020.

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.

Team leaders play a critical role in ensuring that BYM and Woodbrooke’s integrated support for meetings offer evolves in a way that is based on the experience, needs and realities of Quaker communities. They will work with others to identify, manage and deliver themes, projects and events that contribute to this aim.

Team leaders will also help to ensure that the work is well governed, evaluated and understood. They will co-ordinate evaluation and oversee data collection at the local level; report on progress and challenges to governance bodies; enable BYM and Woodbrooke to articulate what difference the work is making and prioritise how resources are used.

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 & Main Tasks**:

1. ***Manage and develop a team of local development workers within the wider local development team*** *(c40%)[[2]](#footnote-2)*

* Working with the Head of Local Development and other team leaders (once recruited), 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.
* In line with BYM policies and guidance, line manage and provide support to a team of up to six[[3]](#footnote-3) LDWs. Initially, team members could be anywhere in Britain. As roll-out progresses to full coverage of Britain, the teams will be grouped into neighbouring geographic areas.
* Support LDWs to develop a realistic workplan and manage their own workload, ensuring that this is sustainable and enables them to divide their time effectively between the different aspects of the role as set out in job descriptions, work plans etc.
* Working with Head of Local Development and other team leaders, ensure that local development team members develop and maintain an appropriate mix of skills to support effective community development.
* Ensure that local development teams provide a high quality support service that promotes local leadership development.
* Working with other team leaders, identify patterns, trends and new developments arising from the work in order to review, refine and further develop services offered and to share good practice and learning.
* Oversee the use of agreed monitoring and evaluation processes to enable to BYM and Woodbrooke report on and identify the difference the work is making.
* Contribute to ongoing review and development of organisational infrastructure aimed at ensuring that ways of working and support services (e.g. IT, HR, finance etc.) are appropriate for an increasingly decentralised way of working.

1. ***Understand and respond creatively to the needs and agendas of local Quaker communities:* (**c10%)

* Build trusting relationships with selected Quaker communities at a strategic level, understanding needs and opportunities in order to prioritise themes/issues for local development work. This will be particularly important in the setup phase and during any periods of review/change.
* Oversight of the development and delivery of local development support; ensuring that this promotes local leadership development and avoids creating dependency.
* Support LDWs to recognise and map related needs within and beyond their immediate areas and to develop locally/regional support groups and networks in response to these.
* Draw on the experience of LDWs to identify patterns of need across the region, and nationally.
* Occasionally work alongside or in place of LDWs to directly support and/or facilitate groups (including – but not limited to training/development, development/testing new ways of working or to cover for absence).

1. ***Contribute to the development and delivery of the Integrated Strategy for Meeting Centred Support in the Yearly Meeting.***

Working with relevant BYM groups and committees and as part of the wider BYM and Woodbrooke support for meetings teams:

* Develop a shared vision of vibrant Quaker communities that embrace diversity.
* Where appropriate, sensitively challenge Quaker communities to develop and broaden thinking in line with Yearly Meeting priorities/ leadings.
* Identify key messages, themes and stories from the work in order to communicate these effectively. Prepare and contribute to content for a wide range of media, including articles, reports, social media, blogs, podcasts and film.
* Ensure that LDW support for Quaker communities upholds good practice and legal requirements e.g. in governance, safeguarding, employment, charity law. This is likely to entail signposting/ working with LDWs to access appropriate specialist advice from within BYM, Woodbrooke or elsewhere.
* Work with colleagues and friends through BYM and Woodbrooke to develop and refine all support for meetings. Ensure the support is led by local needs and circumstances, and is relevant, accessible, timely and effective. Promote this wider support.
* In line with the wider support for meetings strategy, identify, develop and contribute to the delivery of selected YM-wide projects, programmes or events. Plan and negotiate how LDWs should contribute towards these.
* Contribute to operational planning – ensuring that this evolves in line with local needs and experience.
* Report to appropriate colleagues and governance bodies. Patterns and requirements of reporting to be agreed in consultation with the Head of Local Development.

1. ***Professional and team development* (**c10%)

* In co-ordination with others facilitate regular team meetings and gatherings to review progress; solve problems; share best practice; give support, training and guidance; build a shared sense of purpose and team work among a dispersed group of workers; and prioritise and allocate resources effectively.
* Develop and share own learning and experience.
* Active participation in line management meetings and annual reviews/planning with line manager

1. ***Other***

* Routine work includes regular attendance in London (Friends House) or Birmingham (Woodbrooke) – see travel section below.
* Frequent travel across Britain, particularly during roll-out phase. The pattern and frequency will emerge and be agreed with implementation manager.
* The trips above will include some weekend work, in order to attend local and area meetings, and committees or events. Estimated that this might be two weekend days a month.
* Self-administration, including for diary management, and booking travel and overnight accommodation when needed.

1. ***Development and evolution of the role***

Local Development Work is developing in BYM and Woodbrooke. The work of this post will be iterative.

* In the first year to 18 months, there will be an emphasis on developing the work of the current team of local development workers; developing relationships in the areas where new LDWs will be placed, and the recruitment and induction of new LDWs.
* Alongside this, there may be opportunities to do one or more of the following:
  + Provide local development work for a small locality, probably one or two area meetings.
  + Hold responsibility for a particular aspect of support for meetings
  + Co-ordinate the development of networks, and relationships with Quaker recognised bodies
  + Line manage more (i.e. 5 or 6) LDWs.

**Intellectual Demands**

* Gathering and analysing information.
* Ability to manage a complex workload and set of expectations.
* Ability to develop workable plans, initiatives and techniques, appropriate to context.
* Strategic thinking and problem solving.
* Managing and supporting individuals and teams to work well in complex and potentially emotionally draining situations.

**Judgements**

* Balance and negotiate priorities and planning in the context of the BYM & Woodbrooke integrated support for meetings strategy, within the guidance of the appropriate governance group and Head of Local Development.
* Make strategic and day-to-day management decisions.
* Manage own workload and oversee workload management in the LDW team.
* 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).
* Planning and organising.

**Use of Resources**

* Development and day-to-day management of agreed aspects of the support for meetings budget. Scope of this to be agreed.
* Support and give direction to LDWs including prioritisation, performance management and assessment of training and development needs.
* Occasional need to work with, manage and support volunteers.
* Responsibility for safekeeping of I.T. equipment and a mobile phone.

**Communications**

Internal(colleagues in BYM and Woodbrooke) **50%**

External(primarily Quakers in local and area meetings, committees etc.) **50%**

**Physical Demands & Co-ordination**

The work is both office based and based in external locations. There is the requirement to travel regularly. This includes transporting and lifting I.T. equipment and personal luggage.

**Working Conditions and Emotional Demands**

**Hours**

The post holder will work an average of 35 hours per week. There is an option to do this post at .8 or.9 full time equivalent (28 or 31.5 hours) The work requires a good degree of flexibility from the worker to be available on a variety of weekends, weekdays and evenings.

* The main days and hours to be worked in any calendar month will be agreed in advance with the line manager. A record should be kept of hours worked for regular joint review.
* Team leaders should expect to work an average of two weekend days a month, most often on a Sunday.
* There is occasional evening work. This is usually for phone calls with Friends, and can therefore be done at home. Occasionally, there may be evening meetings (see travel below).
* It may be necessary to work some long days. Some overnight stays may be required.
* The post holder is required to work on a Wednesday as a core desk/office day. This enables team and organisational meetings and other activities to be held.
* Other desk/office days would normally be on weekdays and during regular working hours (BYM core office hours are between 10am and 4pm)
* BYM operates a time off-in lieu (TOIL) system for agreed work that may be required over and above contracted hours. The BYM flexible working policy and TOIL guidance provide more information about how this works.

**Base**

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

* 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)
* At Woodbrooke (Birmingham), Friends House (London) or another BYM or Woodbrooke location as and when these are established.

In many cases the worker will be based in a different geographical area from their direct reports.

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 Workers, as well as meetings/trainings particularly (but not limited to) Friends House (London) and Woodbrooke (Birmingham). This is likely to include in the region of one substantial trip every two weeks and may include overnight stays. The pattern of these will be agreed in consultation with line managers, in order to balance the needs of local Quaker communities, organisational requirements and the circumstances of the post holder.

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, a hire car, or a taxi 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, accommodation and subsistence costs when away from the office base will be paid in line with BYM policies and procedures.

The post holder requires emotional resilience as there may be conflicting opinions to and complex situations to manage.

**OTHER RESPONSIBILITIES:**

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

**BRITAIN YEARLY MEETING**

**PERSON SPECIFICATION**

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| **Job Title:** Team Leader, Local Development    **Department:** Quaker Life  **Date:** November 2019 |

**ESSENTIAL KNOWLEDGE**

* Knowledge of and sympathy with Quaker worship, practice and values.
* Knowledge of Quaker structures, processes, discipline and culture.
* 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. (Such as community development, faith, education and training, volunteer management, social and healthcare, groupwork and facilitation.)

**ESSENTIAL EXPERIENCE**

* Experience of leading the planning, delivery and management of projects.
* Experience of line-managing staff and building teams.
* Experience of supporting the empowerment and development of community or faith group networks to foster community and share learning.
* Experience of using a range of monitoring and evaluation approaches to measure effectiveness and develop best practice.

**ESSENTIAL SKILLS AND ABILITIES**

* Excellent interpersonal skills, with the ability to develop effective and empowering working relationships with a wide range of individuals and in groups.
* Using a variety of group work and facilitation methods to help groups to explore challenges, test new/competing ideas, identify actions and come up with solutions.
* Critical thinking and problem solving skills.
* Ability to gather, manage and analyse information effectively, and to use that information creatively to develop new approaches.
* Ability to identify and respond appropriately to legal, governance or risk issues, such as safeguarding, health and safety, charitable compliance.
* A self-starter able to work under own initiative.
* Excellent planning and organisation skills.
* 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.
* 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.

**DESIRABLES**

* Experience of working with a wide (e.g. national) but dispersed network of community or faith groups
* Experience of using Quaker processes and approaches – e.g. threshing meetings, meetings for clearness.
* Experience of working with volunteers.
* Experience in change management.
* Driving licence.
* Experience of/qualification in training others

**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 has around 150 staff, many based at Friends House in Euston, with an increasing number working nearer their homes across the country. We are expanding our team of local development workers who work with groups of Quaker communities across Britain.

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, The Quiet Company, operates Friends House as a major conference venue and runs the building facilities. This includes our main 1000-seat auditorium, 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 Quiet 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).

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## About local development work

Local Development work is part of a move in Quakers in Britain to bring support closer to meetings and other Quaker communities. It is a 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 integrated strategy for meeting centred support.

We currently have a team of 4 local development workers, who have been part of the Vibrancy in Meetings Pilot Programme. These workers will continue in the new programme of local development work. There is more information about the Vibrancy Programme, and meeting centred support, [on the Woodbrooke website](https://www.woodbrooke.org.uk/wp-content/uploads/2019/03/NCVO-CES-Vibrancy-main-evaluation-report-March-2019-.pdf). You will also find links there to the external evaluation of the Vibrancy in Meetings Pilot Programme, which is being carried out by NCVO Charities Evaluation Service.

## 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. <https://www.quaker.org.uk/our-organisation/meeting-for-sufferings/our-faith-in-the-future> [↑](#footnote-ref-1)
2. Time percentages are given for guidance purposes and reflect broad expectations of how the post holder would spend their time over the course of a year. This may change over time following discussion and agreement between the post holder and line manager. [↑](#footnote-ref-2)
3. Initially, this role will manage up to four LDWs. As the work and the role develops, there is a possibility that this may increase to five or six. This will be negotiated alongside other responsibilities as the work progresses. [↑](#footnote-ref-3)