# Application Pack

## Head of Inclusive Quaker Communities



## Introduction

##### Oliver Robertson

##### Head of Witness and Worship

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**This is an exciting time to join us and make a real impact.**

## Introduction

At Quakers in Britain we are working to bring Quaker values of peace and sustainability to the world, and support the Quaker community.

We have a clear strategy to:

* support Quaker meetings and other groups to be diverse, to thrive and grow,
* work for a sustainable and peaceful world,
* simplify structures and practices in our local and national organisation.

Quaker communities around Britain are the body of the Quaker church. This role will support them to become more inclusive, welcoming people of all ages and backgrounds, and encourage new forms of Quaker community.

We hope the information in this pack will fire your interest. Quakers are inspired by faith to work for a just, peaceful, and sustainable world. Our staff team of people share those values and support that work as we seek to increase our impact.

If you want to join our friendly, collaborative team we look forward to receiving your application.

You will find in this application pack background information about the Quakers, salary and benefits of working for us along with the job description/ person specification for the post.

In Friendship,

Oliver Robertson

Head of Witness and Worship

If you would like an informal chat about the role before applying please email [oliverr@quaker.org.uk](mailto:oliverr@quaker.org.uk)

### 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 Quakers in Britain

Quakers in Britain (also known as 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. Responsibility for the charity lies with the fifteen Trustees of Britain Yearly Meeting, appointed from among the Quaker community. We are based at Friends House (opposite Euston station in central London), which houses our central offices accommodating 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 Quakers in Britain is carried out through five departments:

* Quaker Life supports Quaker communities in their life and worship, oversees Quaker outreach, provides training, and organises events for children and young.
* Quaker Peace & Social Witness runs programmes supporting peace, economic justice, sustainability and criminal justice, through campaigning, training, placements, community empowerment and by supporting Quakers in local activity.
* Quaker Church Affairs manages the governance, events, and the shared identity and discernment of Quakers. It is underpinned by work on equity and justice in these structures.
* Quaker Communication & Fundraising promotes public awareness of Quakerism, provides advocacy, media, web and publications services to the organisation, and oversees fundraising from Quakers, Quaker meetings and Trusts.
* Quaker Finance & Property oversees the budget and finances of Quakers in Britain, including our ethical investment portfolio and properties.

Our wholly-owned trading subsidiary, the Quiet Company, operates Friends House as a major conference venue and runs the building facilities. The company also runs Swarthmoor Hall, a historic house with accommodation in Ulverston, Cumbria ([www.swarthmoorhall.co.uk](http://www.swarthmoorhall.co.uk)).

You can read more about the governance structures of the Quaker organisation in Britain here [www.quaker.org.uk/structure](http://www.quaker.org.uk/structur#e).

### Our Values

## Our values

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

Quakers 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 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.

Quakers in Britain stands against all forms of discrimination and prejudice, including but not limited to antiblackness, antisemitism, classism, homophobia, islamophobia, racism and sexism, with an understanding that these are often overlapping.

We want to be an inclusive employer and particularly welcome applications from those who can be under-represented both in mediation and formal education, particularly people from Black communities, People of Colour, and those from disadvantaged socioeconomic backgrounds. You do not have to be a Quaker to apply for this post, but we expect you to uphold the values of our organisation.

#### 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.

Quakers in Britain is a national charity employing around 150 people. Its purpose is to work for, with and on behalf of Quakers across Britain.

## Working for 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 nearly 500 local Quaker Meetings, grouped into 70 ‘area meeting’ charities. All these charities are affiliated to Britain Yearly Meeting.

Quakers in Britain 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 Quakers in Britain are restricted to Quakers, although about 1/3 of the staff are Quakers or linked to Quakers in some way.

### The Quaker way of life

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](http://www.quaker.org.uk).
* By reading Advice and queries which is an introduction to Quaker belief. Read it online at <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 by requesting a free information pack from [www.quaker.org.uk/more-information](http://www.quaker.org.uk/more-information).

### Quaker Life

## About the team

Our team of 30 supports Quaker communities to thrive.

15 local development workers are based across Britain, providing responsive support and accompaniment to Quakers in their local and area meetings. Four youth development workers support the spiritual growth of children and teenagers in particular parts of the country. Our six team leaders manage teams of local and youth, children and family development workers, and ensure that resources, events, activities, opportunities and networks are there to help Quaker Communities to thrive. We offer support to prison chaplains. Our work is rooted in the themes of worship, community, governance, witness and activism, collaboration and visibility. We are spread all over the country, but come together three times a year to explore our work deeply, and develop our support for one another.

Quaker Life leadership

Together with the Head of Supporting Quaker Communities, the Head of Inclusive Quaker Communities leads the whole Quaker Life team (chart on next page). They will jointly help the department to support Quaker Communities to thrive in worship, community, witness, outreach, collaboration and governance.

The Quaker Life team works closely with Quaker communities, providing accompaniment, networking, resources, opportunities, events and activities. These are all offered through listening deeply to the needs of that community and responding accordingly.

As part of the team of operational managers who implement all the work of Quakers in Britain, the Head of Inclusive Quaker Communities brings the insights and needs from Quaker Life to the rest of the organisation. They will work with other operational managers on projects that affect the whole organisation, ranging from shaping planned work for the coming year to procuring a new database or working out how to best support a staff team based across the country. The Head of Inclusive Quaker Communities will additionally take overall responsibility for the safe and effective running of national events for under-18s, including the Children and Young People’s Programmes that are part of our annual Yearly Meeting sessions, and Junior Yearly Meeting, our annual residential gathering for 16-18 year-olds.

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| --- | --- | --- | --- | --- | --- |
| **Head of Inclusive Quaker Communities** | | | **Head of Supporting Quaker Communities** | | |
| Team Leader **Youth Children & Families** | Team Leader **Children & Youth Development Work** | Team Leader **Quaker Community** | Team Leader **Spiritual Nurture** | Team Leader **Witness and Collaboration** | Team Leader **LM and AM Governance** |
| Children, Families & Young Adults Officer | Youth Development Worker **Yorkshire** | Local Development Worker **South Coast Central** | Local Development Worker **Scotland** | Local Development Worker **South West England** | Local Development Worker **East Anglia** |
|  | Youth Development Worker **Western England** | Local Development Worker **Kent Sussex & Surrey** | Local Development Worker **North West England (North)** | Quaker Life Support **Team Administrator** | Local Development Worker **London** |
|  | Children and Youth Development Worker **Thames Valley** | Local Development Worker **East Midlands** | Local Development Worker **Yorkshire** | Local Development Worker **Thames Valley** | Local Development Worker **East Anglia** |
|  | Youth Development Worker **London** | Local Development Worker **Herts, Beds, Northants** | Local Development Worker **Cumberland & NE** | Local Development Worker **West England** | Property Management Adviser |
|  |  | Local Development Worker **Wales & Southern Marches** | Local Development Worker **West Midlands and North West England (South)** |  | Prison Chaplains Support Officer |

## Organisation chart

### Job purpose

## About this post

Together with the Head of Supporting Quaker Communities, the Head of Inclusive Quaker Communities oversees all the work of Quakers in Britain (as a national body) to support Quaker communities. This role has a particular responsibility for supporting new ways of Quakers being in community, and for making all communities welcoming and diverse. The role is carried out in close collaboration with Woodbrooke (the largest provider of Quaker learning in Britain – see [www.woodbrooke.org.uk](http://www.woodbrooke.org.uk)).

The role-holder is part of the Quakers in Britain (QiB) Operational Managers’ Team (OMT), who together are responsible for ensuring the delivery of the centrally managed work of Quakers in Britain, and who bridge the relationship between Management Meeting (senior managers) and the rest of QiB’s staff.

QiB’s support for Quaker communities is centred on the identified needs of Quakers and their worshiping communities, and stretches from spiritual to practical. Support is offered through a responsive mix of accompaniment, learning, networking and providing resources. It seeks to build the wider Quaker community by involving as many Quakers as possible directly in its design and delivery.

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 QiB and Woodbrooke.

### 1. Key responsibilities

#### Operational leadership of work supporting Quaker communities (35%)

* With the Head of Supporting Quaker Communities, overall responsibility for supporting Quaker communities to thrive.
* With the Head of Supporting Quaker Communities, oversee the embedding and ongoing management of Local Development Workers (LDWs) and Youth Development Workers (YDWs) as the main way through which Quaker communities are supported by Quakers in Britain and Woodbrooke to be thriving faith communities.
* Lead strategic responsibility for ensuring the work promotes Quaker communities which are diverse, welcoming and embrace new forms of Quaker community in Britain, including EDI work amongst Quaker communities.
* Support, as peers, the Head of Supporting Quaker Communities with communications about the work, to promote broad understanding of local development work among Quaker communities.
* Overall strategic responsibility for work with youth, children and families (YCF), delivered in a safe and effective way, respecting children and young people as full members of the community and is congruent with legislation and good practice.
* Overall responsibility for delivery of children's programme at QiB events, including Yearly Meeting.

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

* Jointly with the Head of Supporting Quaker Communities, lead and manage the Supporting Quaker Communities Team as a whole, including overall responsibility for team events and cohesion.
* Jointly with the Head of Supporting Quaker Communities, manage effective and welcoming recruitment and embedding of new staff into a dispersed workplace.
* Line manage three Team Leaders, overseeing their work, support and development needs, with further line management as needed. Another three Team Leaders will be line managed by the Head of Supporting Quaker Communities.
* Plan, manage, and monitor the delivery of a high standard of work by staff within the Supporting Quaker Communities Team.
* With other managers, enable Quakers in Britain realise its aspiration to be an exemplary employer, including by upholding our Managers’ Commitment and the values of the organisation in managing the team.

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

* Contribute to the development of operational plans in QiB (as a lead contributor) and Woodbrooke, with particular responsibilities for support for Quaker communities. Ensure these respond to identified experience and needs.
* Work collaboratively with other operational managers across QiB, working in clusters where appropriate, to help achieve shared organisational goals. This includes enabling the work of QiB to be delivered effectively by a team of staff who are good at their jobs and well cared for as employees.
* Attend and contribute to meetings of operational managers and with Management Meeting (the senior management team), taking part in shared and rotating leadership of these spaces.

#### Budgeting (5%)

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

#### Governance and reporting (5%)

* Support good governance within QiB, including by sharing information and reporting as required.
* Give governance committees, in particular Quaker Life Central Committee, the information and guidance they need to make decisions, and be accountable to them for the work of the Supporting Quaker Communities team.
* Attend meetings of Quaker Life Central Committee and, as necessary, act up as Secretary to that committee when the Head of Witness and Worship is unavailable.

#### Use of resources

* Co-management (with the Head of Supporting Quaker Communities) of a team of approx. 30 staff; directly responsible for 3 Team Leaders and the approx. 12 staff they line manage.
* Jointly with the Head of Supporting Quaker Communities, responsibility for the Supporting Quaker Communities budget (£1m 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, where provided.

#### Communications

*Internal (colleagues in QiB)* ***50%***

* Regular contact with colleagues and committees, in particular:
  + Co-ordination of supporting Quaker communities work across QiB
  + Reporting to Management Meeting, Trustees, Quaker Life Central Committee, other central and standing committees
* Ensuring that learning from supporting Quaker communities work feeds into overall organisational development.
* Jointly responsible for brokering effective working relationships with other staff in QiB.

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

* Contact with Quakers across Britain, particularly through LDWs and YDWs.
* Jointly responsible for brokering effective working relationships with staff in Woodbrooke.
  + Co-ordination of other interconnected work across QiB and Woodbrooke

#### 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 personal luggage, I.T. equipment and QiB resources.

#### Working conditions and emotional demands

* Significant UK travel, including overnight stays.
* Significant evening and weekend work will be required, for attendance at residential team gathers, committee meetings, and participation in local development activities in Quaker communities (estimate 15-20 evenings a year).
* Depending on office location, working in a busy open plan office with regular interactions with colleagues.
* When working from home, managing the physical environment, working hours and contact with colleagues to ensure personal wellbeing and effective work.
* Responding to difficult or complex situations in ways which peacefully resolve conflict, and support personal wellbeing. This may happen in particular through challenging and supporting staff you manage, as well as with Quakers across Britain.

#### Base

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

* At home (with allowances in line with the QiB home working policy)
* At Friends House (London) or Carlton Hill (Leeds).
* In a shared working or other rented office space, where not within reasonable travel distance from one of QiB’s workspaces.

Wherever based, the Head of Inclusive Quaker Communities will be in a different geographical area from many other members of the Supporting Quaker Communities Team.

Quakers in Britain 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 occasional travel to support and line manage Team Leaders, as well as activities at Friends House and Carlton Hill in particular.

Quakers in Britain 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 QiB policy and procedures.

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 QiB policies and procedures.

#### OTHER RESPONSIBILITIES:

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

Responsible for ensuring that QiB’s staff handbook is adhered to at all times.

**Essential knowledge**

## Person specification

* Knowledge of and sympathy with Quaker 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.
* Understanding of safeguarding of children and vulnerable adults within a faith setting.

### Essential experience

* Management of staff, including experience of managing other functional specialists and people with managerial responsibilities.
* Experience in planning and delivery of projects/programmes.
* Experience of running or managing events for under-18s.
* Experience of improving diversity within communities, in one or more of: ethnicity, age, disability, gender and sexuality.

### Essential skills

* Ability to develop and deliver plans on collaboration with key stakeholders, and use people and other resources well to achieve these.
* Ability to organise complex workloads, prioritise and achieve them well.
* Proactive approach to problem solving and improving your own performance.
* A high level of attention to detail and the ability to work quickly and accurately under pressure.
* Working as part of a team, with colleagues and volunteers.
* Good IT skills (including Teams, Word, Excel, Outlook, databases, and technology to work with colleagues in other locations), able to learn new software quickly.
* Good interpersonal skills, able to develop 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.
* Good verbal (including presentation) and written communication skills.

### Desirables

* Experience of reporting to governance bodies and working within the parameters they set.
* Knowledge of how to make faith communities more diverse.
* Management of a geographically dispersed team.
* Experience of using a range of monitoring and evaluation approaches to measure effectiveness and develop best practice.

Salary

## Salary & benefits

£55,265 (London) or £46,976 (regional)

Location

Based at our offices in London (NW1), Leeds (LS2) or from home. Office-based staff can work at home some of the time by agreement.

Hours of work

35 hours per week, including Wednesday and regular evening and weekend work.

Flexible working options

While the role is London-office based, we are open to discussions about flexible working patterns such as working from home or compressed working patterns.

Holiday

27 days a year plus bank holidays and three days for Christmas closure.

Subsidised café

We have an on-site café which provides subsidised meals as well as a bookshop selling ethically sourced goods.

Cycle to work scheme

We offer a cycle to work scheme which helps you save money on a new work bike and spread the cost of the bike over monthly tax-free instalments.

Annual Season Ticket Loan

We will provide with a loan of up to £7,500 to cover the cost of your season ticket repayable in 11 monthly instalments.

Sabbatical scheme

Staff are able to take a nine-month unpaid sabbatical leave after five years’ continuous service.

Pension scheme

Quakers have a generous pension scheme where we contribute 8% of your salary and you contribute 3% of your salary. You have the option to increase your contributions should you wish and to pay your contributions via salary sacrifice.

Sick pay scheme

We have a very generous sick pay scheme:

If you have less than 12 months service, you are entitled to full sick pay for 3 weeks followed by three weeks at half pay.

After 1 years’ service, you are entitled to full sick pay for 3 months followed by 3 months at half pay, subject to a maximum of six months since the start of your service

After 4 years’ service you are entitled to full sick pay for six months followed by six months at half pay, subject to a maximum of 12 months.

Private Health Insurance

If you are off work due to sickness for more than 52 continuous weeks you will be eligible, subject to requirements of the scheme, to sick pay.

Employee Assistance

Quakers offers access to an independent, confidential employee assistance programme, which is available 24 hours a day.

Family Friendly Policies

Our family friendly policies give enhanced maternity and adoption leave. Once you have more than 26 weeks service before your baby is born or you adopt, you will be entitled to 16 weeks full pay, followed by 18 weeks half pay and 5 weeks SMP. Parents expecting multiple births will receive an additional two weeks of parental leave. Staff undergoing IVF treatment will receive 10 days paid leave to attend their appointments and up to 5 days paid leave for staff who wish to accompany their partner to appointments who are receiving IVF treatment in any 12-month period.

Apply online at [www.quaker.org.uk/jobs](http://www.quaker.org.uk/jobs).

## How to apply

The closing date for applications is:

**9am on Monday 11 December 2023**

The principles of equality and diversity are important to Quakers in Britain in all aspects of its work. We encourage you to fill in our diversity monitoring form when applying. The information you provide will helps us to monitor and refine our employment practices and respond to the needs of the diverse range of people that the organisation comes into contact with.

We will consider your application immediately after the closing date and get in touch with you as soon as possible.

**Interviews will be conducted in person in London on Tuesday 19 December.**

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.

A couple of men holding hands

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