

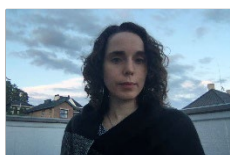
Quakers in
Britain



Application Pack

Volunteers and Committees Coordinator





Jane-Eve Straughton
Governance Manager - Team Lead

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

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

The new role of Volunteers and Committees Coordinator is central to our plans to develop and diversify the pool of people able and willing to serve in our volunteer and committee roles, securing QiB's future resilience. It will also transform the experience of those who already contribute a wealth of skills, knowledge, energy and expertise to QiB, ensuring that they can see the impact they make, fulfil their own potential for personal growth, feel rewarded for their efforts, and encourage others to be involved.

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 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 Quakers as a faith community, Quakers in Britain as an

organisation, salary and benefits of working for us along with the job description and person specification for the post.

Regards

Jane-Eve Straughton
Governance Manager - Team Lead



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/faith.

About Quakers in Britain

We are the charity that works with and on behalf of all Quakers in Britain. Our staff and committees provide support and events for around 18,000 Quakers, who worship in 456 local meetings across Britain.

Supporting Quaker communities is a key part of what we do. We have staff working within reach of every Quaker meeting in Britain. They work closely with local Quakers to identify their spiritual and practical needs and help them become stronger and more connected. We are on hand to help Quaker communities thrive.

We organise Yearly Meeting, the annual assembly of the Quaker church in Britain. It's when Quakers gather in worship to connect, explore current concerns and discern the way ahead. This Spirit-led decision-making guides our work.

Quakers are inspired by faith to build a better world. We take forward this work for peace and social justice and raise public awareness of Quaker faith and values.

We are a registered charity with an annual turnover of around £10m. Responsibility for the charity lies with the fifteen trustees of Quakers in Britain, appointed from among the Quaker community.

The work of Quakers in Britain is carried out through six 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 Communications & 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 QiB, the work of our commercial trading subsidiary and our ethical investment portfolio and properties.
- **Quiet Company** is our wholly-owned trading subsidiary. It operates Friends House as a major conference venue and runs the building facilities. It also runs our Yorkshire office and Swarthmoor Hall, the historic home of Quakerism located in Cumbria. Each year, the Company gift-aids any profits or surplus to the charity to support and enable Quaker work www.quietcompany.co.uk.

You can read more about the governance structures of the Quaker organisation in Britain here www.quaker.org.uk/structure.

You can download our Trustees annual report and financial statements here: www.quaker.org.uk/annualreport.

Our values



Our values

Quakers live by core values that flow from our faith. They are central to our relationships with other people and the earth:

Peace

Quakers are best known for their deep commitment to peace. But we don't simply oppose war. We tackle the root causes of violence and challenge the systems that lead to war.

Equality and justice

Quakers believe everyone is equal. This leads us to challenge injustice and work with people who suffer injustice. We oppose all forms of discrimination and champion diversity.

Truth and integrity

Quakers strive to speak the truth with love. Treating others as we would want to be treated means being both honest and respectful in our words and actions.

Simplicity and sustainability

Quakers try to live simply and focus on the things that really matter: the people around us and the natural world. We call for a sustainable way of life that puts people and planet first.

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: www.quaker.org.uk/podcast.



Working for Quakers in Britain



Quakers in Britain is a national charity employing 150 people. Our staff work remotely and from offices in London, Leeds and Cumbria. Its purpose is to work for, with and on behalf of Quakers across Britain.

About our organisation

Quakers is the name most commonly 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 18,000 Quakers. We have 456 local Quaker Meetings, grouped into 72 '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 work to avoid unjustifiable and unlawful discrimination in our employment practices
- We strive to 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 QiB 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. 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:

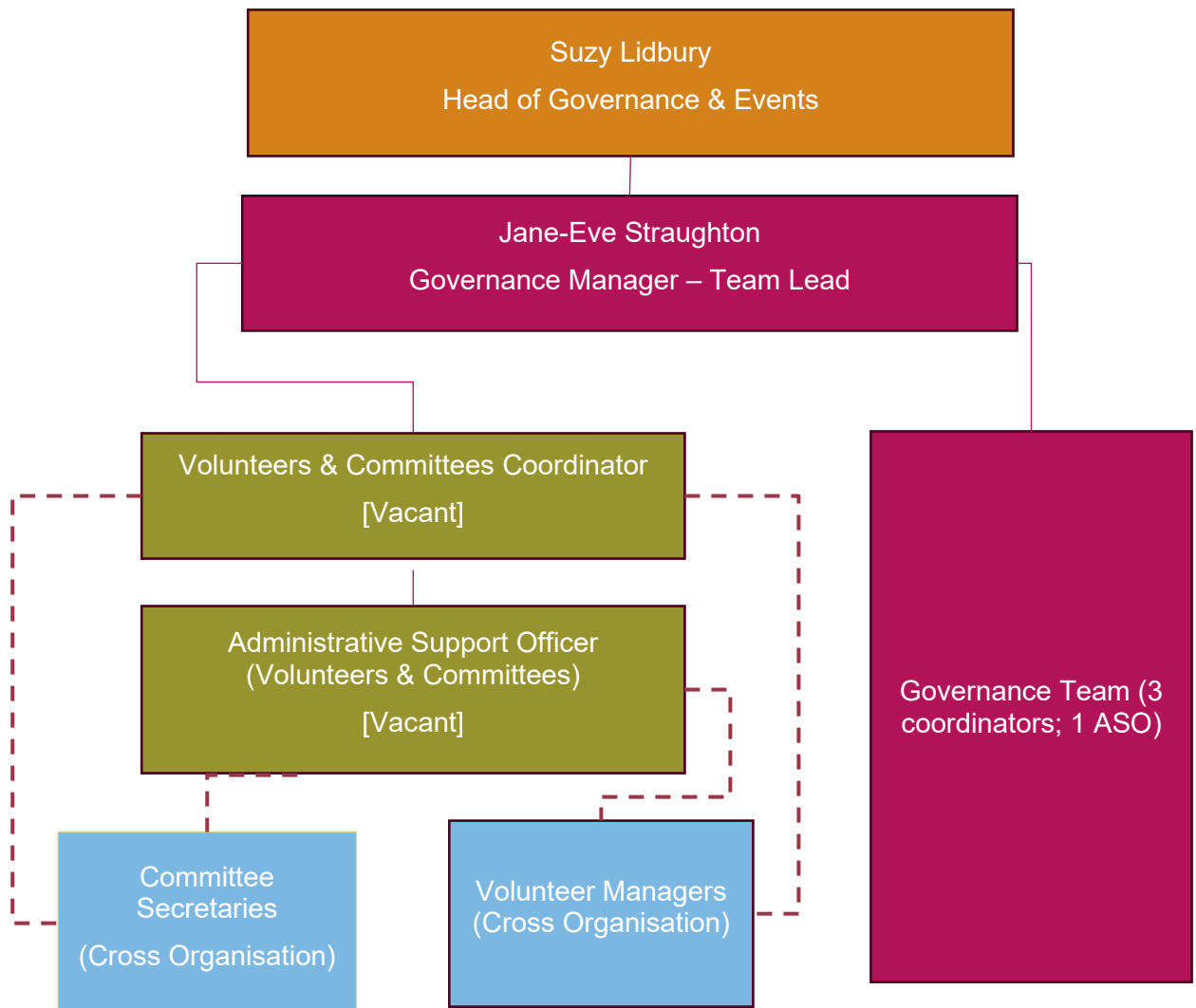
- From our website: www.quaker.org.uk.
- By reading Advices and queries which is an introduction to Quaker belief. Read it online at <http://qfp.quaker.org.uk>.
- By visiting the Quaker Centre at Friends House, which has leaflets and books, and volunteers who can answer questions.
- Or by requesting a free information pack from www.quaker.org.uk/more-information.

About the team



Quaker Church Affairs

The Governance Team is part of Quaker Church Affairs. The objective of the department is to ensure that QiB's work is well-governed.



About this post



Job purpose

To support the effective governance of QiB the charity, and to facilitate the service of Quakers and other volunteers in QiB activities, including through their participation in governing committees and other forms of engagement.

The Volunteer and Committee Coordinator will support projects to improve all aspects of volunteer involvement, supporting the Governance Manager in relation to participation in governance committees and other QiB staff in relation to the volunteers they recruit and manage in other activities. This will include activities and projects that straddle the boundary between church and charity.

The post holder also has lead responsibility for managing and improving systems to process Quakers' offers of service.

Key accountabilities and main tasks

- Take lead responsibility for QCA systems to process offers of service, ensuring they are accessible, user-friendly and simple, and that they support efficient and effective administration within QiB. This includes engaging with the development of a new contact relationships database to support the committee service and volunteer functionality.
- Improve diversity and inclusion in QiB's committee structures.
- Act as Secretary to key nominations committees, currently: Central Nominations Committee, Yearly Meeting Nominating Group and Quaker Peace & Social Witness Standing Committee. This includes setting committee meeting agendas, preparing and circulating papers in collaboration with committee clerks, drafting minutes, generating and managing web content and other committee resources.
- Work as part of the QCA Governance team.
- Convene regular meetings of staff supporting nominations to QiB committees to ensure consistency, provide support and develop initiatives to improve nominations, diversity and inclusion within our committee structures.
- Work with the Governance Manager to support the effective conduct of committee business, including supporting the delivery of training and development for committee members, maintaining an up to date Committee Handbook and managing the Committee Portal used by all QiB committees and governance groups to communicate with each other and share documentation.
- Work with QiB staff across the organisation to support the effective recruitment and management of activities involving volunteers in accordance with Quaker principles and charity sector best practice.
- Follow QiB safer recruitment policy and processes for all volunteers, relevant committee members and trustees. This excludes all staff roles or work experience for which the People Team is responsible and roles recruited by the Children, Young People, and Families team.
- Manage own personal development.
- Line manage the administration support officer who supports volunteer and committee services.
- Support the Governance Manager in the review and maintenance of national governance structures across QiB, working towards the aim set by trustees of a simple church, supported by a simple charity.

Examples of responsibilities that may attach to this role, including specific development work scheduled in 2025/26, include:

- Research to develop better organisational understanding of how volunteers can support our work across QiB.
- Working on a project group to procure, design, and implement a new CRM to support committee service, nominations and volunteer management.
- Contributing to our current project to develop and embed standard onboarding processes and tools, e.g. designing and delivering associated templates / forms, agreements, and training materials. This role will be responsible for maintaining and further developing these in future.
- Developing communications/ engagement with those already in QiB's volunteer pool, e.g. newsletters/ forums.
- Researching outreach opportunities to expand QiB's volunteer pool, building on recent analysis of barriers to engagement and liaising with QiB departments to understand their needs and current volunteering relationships.
- Identifying how QiB might make use of all levels of engagement, ranging from, for example, time-poor but supportive volunteers who might be encouraged to re-post messages or write a blog, to those able to commit days, weeks, or years to an event, a project, or a long-term committee.

2. Intellectual demands

- Intellectual curiosity, with an interest in exploring new approaches and the ability to develop innovative solutions.
- A high standard of written and spoken communication.

- A high level of attention to detail and numerical skills.
- The ability to work quickly, creatively and accurately, including under pressure.
- The ability to maintain confidentiality in relation to sensitive personal information, and to act with diplomacy.
- Strong project management skills, able to handle competing priorities and deliver effectively, even under severe time constraints.
- The ability to work flexibly as part of a team, and to work on own initiative.
- The ability to plan, maintain and improve administrative systems, as well as contributing to the team's work plan.
- The aptitude to manage another member of staff and supervise their development.
- Familiarity with developments in new technology, an ability to provide help desk support to committee members less conversant with it.
- The ability to suggest creative improvements to working practices.

3. Judgement

The post holder will be supported and supervised in their work. However, they need the ability to work on their own initiative and to make judgements including:

- Planning their own workload, setting deadlines, schedules, communications and prioritisation of tasks, and being self-directed within the team's work plan.
- Making decisions such as setting agendas, passing items between committees, and judging when to consult the Governance Manager or relevant committee clerk.
- Handling personal information about the skills and experience of Quakers and other volunteers, acting with discretion and respecting



confidentiality, and having an instinctively 'customer focussed' and problem-solving approach.

- Identifying opportunities to strengthen and develop QiB's understanding of its current volunteer demographic (Quakers and non-Quakers).

4. Use of resources

- Oversight of the nominations budget of about £7k.
- Handling confidential information.
- Use of standard office equipment.
- Use of databases to record information and provide timely, accurate and meaningful reports for colleagues and Quakers.

5. Communications

Internal – 50%: Liaison with committee secretaries to understand the skills and abilities needed on committees and with other QiB colleagues to understand their need for volunteers. Coordinating the preparation and delivery of committee papers and internal research and policy documents.

External – 50%: Audiences will include Quaker and non-Quaker volunteers contemplating giving service through committees and other QiB activities, and those who are already doing so.

6. Physical demands & co-ordination

The post makes no unusual physical demands.

7. Working conditions and emotional demands

Some work out of normal office hours, including evenings and weekends to attend committee meetings and events, with time off in lieu.

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 Britain Yearly Meeting's Staff handbook is adhered to at all times.
- A commitment to championing equity, diversity and inclusion in our workplace community.

Safeguarding requirements

- Completion of mandatory training modules on safeguarding adults and children, including annual refresher training.
- Close dialogue with QiB's Safeguarding Officer.
- Close adherence to QiB's Safeguarding Policy and associated procedures.



Essential knowledge

- Knowledge of charity regulation, particularly the roles, requirements and responsibilities of trustees
- Knowledge of CRM databases and the data analysis opportunities they support
- A good understanding of equity, diversity and inclusion in the workplace and how they apply to volunteering activities in the charity sector

Essential experience

Experience of managing volunteers, including recruitment, in the charity sector

- Database experience (updating and analysing data)
- Experience of using standard office software for organisational administration

Essential skills

- Problem solving skills and a positive approach to challenge and change
- Strong administrative and organisational skills
- Excellent verbal and written communication in English, including a pleasant and friendly telephone manner
- Highly developed people/customer service skills, with excellent attention to detail
- IT skills, particularly with databases to analyse data, work flows, and situations to generate and report conclusions
- Willingness to learn new skills
- Ability to work flexibly as part of a team and on own initiative.

Desirable

- Knowledge of and sympathy with Quaker values and ethos

- Understanding of Quaker business process, committee and nominations processes
- Experience of a CRM procurement, design, and implementation process
- Experience of managing membership data in accordance with GDPR
- Knowledge of safeguarding best practice to protect vulnerable people (children and adults) in the charity sector
- Experience supporting boards or governance committees
- Statistical research skills
- Experience of line management



Salary & benefits



Salary

£41,875 (FTE) – London

£35,596 (FTE) – Regional

Location

Based at our offices in London (NW1) or Leeds (LS2) or at home if you do not live within reasonable commuting distance.

London or Leeds-based staff can work at home some of the time by agreement.

Hours of work

35 hours per week.

Flexible working options

We are open to discussions about flexible working patterns such as 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 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

QiB has 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

QiB 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. After one year's service by the 15th week before your baby is born or you adopt, you will be entitled to six weeks at full pay, 20 weeks at half pay and 13 weeks at 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.

How to apply



Quakers have a faith commitment to equality and encourage and welcome applications for posts from people of all identities and backgrounds. As a result of our recruitment practices, individuals will be selected only based on their relevant skills, experience, qualifications and abilities. We work hard to ensure that a candidate's age, belief, disability, ethnicity, gender, gender reassignment, marital status, nationality, neurodivergence, race, religion, sex, sexual orientation or social class will not be a barrier to working for Quakers in Britain. As a Quaker organisation we expect all applicants and employees to uphold our values.

We aim to operate an equitable and user-friendly application process for all candidates. If you need any reasonable adjustments during the application process, please contact our People Team.

Quakers in Britain is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share and uphold this commitment.

Our recruitment and selection process reflects our commitment to safeguarding, and the suitability of all candidates will be assessed during recruitment in line with our Safer Recruitment guidelines. Successful candidates will be subject to pre-employment checks in line with these guidelines.

The successful candidate will be required to undergo Safer Recruitment pre-employment checks, including:

- Right to work check
- References, including your current line manager

Apply online at www.quaker.org.uk/jobs.

Apply online at www.quaker.org.uk/jobs.

The closing date for applications is:

1pm, Friday 25 July 2025

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 the week commencing **4 August 2025**.

