

Quakers in
Britain



Application Pack

Reparations Coordinator





Edwina Peart
Equity and Justice Lead

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

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

The Reparations Co-ordinator role is an important part of this work. It stems from the commitments made in 2021, to become an actively anti-racist faith community. And in 2022, to consider deeply how we might make reparations, economic and otherwise for the harms of the Transatlantic slave trade, colonialism and economic exploitation.

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.

This application pack background contains information about Quakers, the salary and benefits of working for us along with the job description/ person specification for the post.

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

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Regards,

Edwina Peart
Equity and Justice Lead

If you would like an informal chat about the role before applying please email Chrissy Allen at ChrissyA@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/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 BYM, 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

Quakers live by core values that flow from our faith. They are central to our relationships with other people and with 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 inspires us to try to change the systems that cause injustice and that stop us being genuine communities. It means working with people who suffer injustice, such as asylum seekers and prisoners of conscience. It means recognition of the systemic harms of enslavement, colonialism and racism.

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. This means speaking truth 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 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 recognises our interconnectedness and 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, socio-economic class
- 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

- 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.

The Quaker way of life

The Quaker way is based on worship, as a way to help people connect directly to God. Often this is silent. 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.

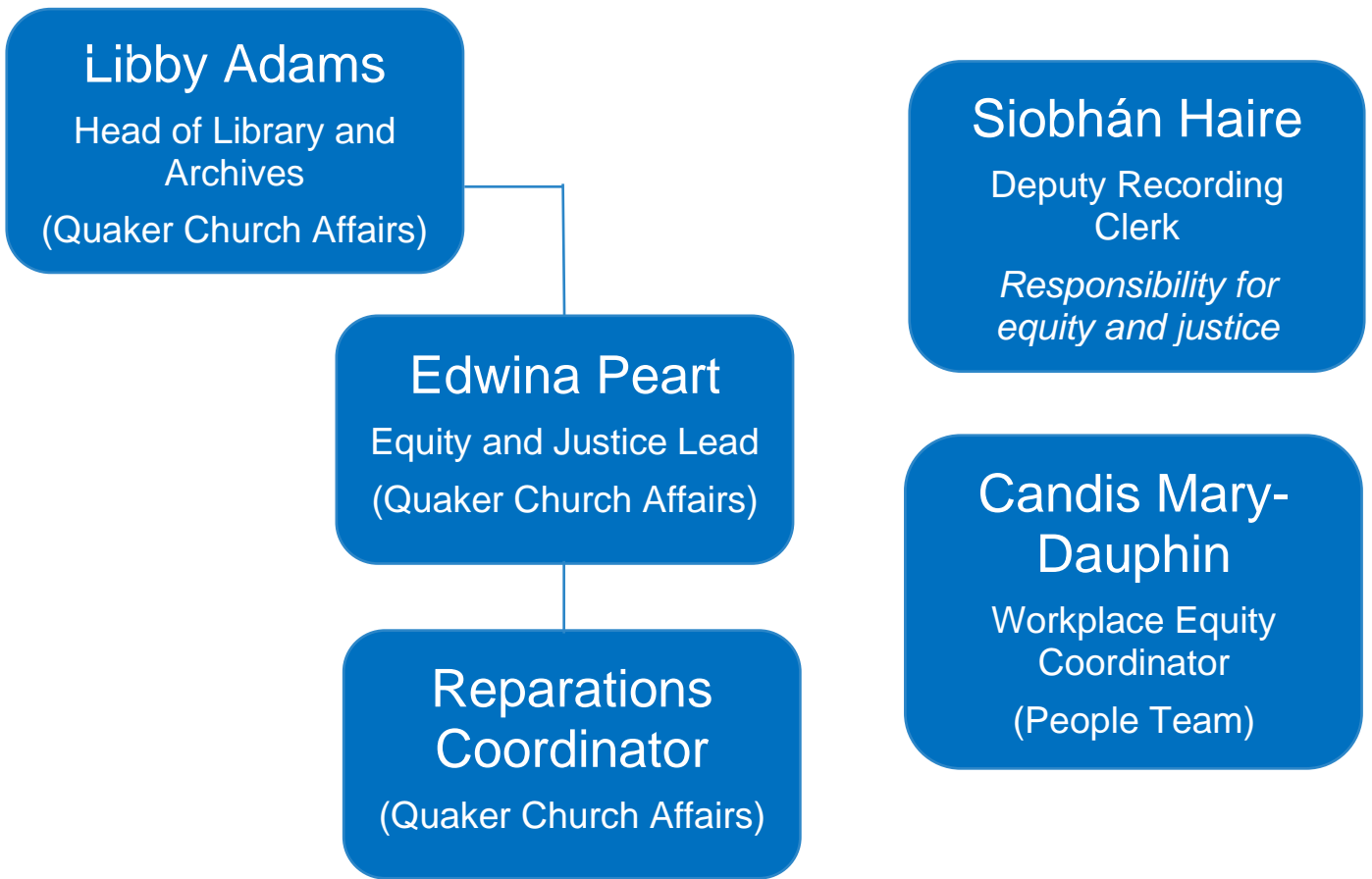
You can find out more:

- From our website: 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.

About the team



The Reparations Co-ordinator will work closely with the Equity and Justice Lead and The Deputy Recording Clerk. Although based in the Quaker Church Affairs department, the values are held across the organisation and there are less formal clusters that gather to work on specific issues and projects.



You will also work with Local Development Workers and Faith in Action colleagues from across the organisation



Job purpose

The Reparations Coordinator will work to support and enact British Quakers' commitment to consider reparations for the wrongs of the transatlantic slave trade, economic exploitation and colonialism. This role will work closely with a Quaker Governance Body – the Reparations Working Group - as well as with other staff of Quakers in Britain, Quakers, ecumenical and civil society connections.

Key accountabilities and main tasks

- To act as secretary to the Reparations Working Group. Ensuring that the group is able to meet effectively and make decisions within their Terms of Reference, and that their decisions are put into action.
- Communicating the work of the Reparations Working Group with colleagues, Quakers and other interested parties, seeking and responding to feedback and engagement as required.
- To be aware of and advise on current best practice on reparations within faith groups, civil society and its links to climate justice and the equity agenda more widely.

Following the decisions of the Reparations Working Group this role will:

- Continue the development of learning resources to support Quakers and Quaker communities in their own consideration of reparations, and bring Quakers together to learn about and consider reparations
- Share learning about reparations and the rationale for making reparation across and beyond British Quakers
- Build connections within British Quakers, and Quaker groups in other countries, to enable coordinated action

- Build on existing connections with other interested parties, including other faith and civil society groups, who may be able to advise, support, teach and accompany British Quakers on their reparations journey
- Continue to learn from other organisations and individuals who have begun or concluded their work to make reparations for the harm caused by the transatlantic slave trade
- Commission and engage in research and creative work associated with reparations
- Advising on the use of financial and other resources to support the British Quaker commitment to reparations
- Build connections between this and other areas of Quaker concern including climate justice and transgender inclusion.

Role scope:

This role is a 3-year fixed-term contract, working on a full time basis.

Reporting

This role will be managed by the Equity and Justice lead and will work closely with the Deputy Recording Clerk.

Intellectual demands

This role requires the ability to:

- Understand the complexities of reparations as conceptualised in demands for justice and meeting obligations
- Understand and engage with equalities issues in a culturally competent way
- Lead on a project with multiple stakeholders and workstreams, reporting on progress regularly
- Contribute to forward planning and agreeing objectives and priorities
- build and maintain relationships with a range of colleagues, stakeholders and interested parties



- Critique and evaluate research in this area contemporaneously and historically

Judgements

The postholder will need to be able to advise the Reparations Working Group on possible actions, the appropriateness, feasibility and impact of its decisions, as well as the likely reactions of stakeholders.

The post requires an understanding of lived experience of the legacies of the Transatlantic Slave Trade and current injustices.

Use of resources

This role will not have staff management responsibilities, and will advise (but will not have final decision-making authority) on budgets associated with this work.

Communications

Internal – approx. 40%

- Colleagues in all departments in Britain Yearly Meeting

External - approx. 60%

- Members of the Reparations Governance Group
- Members of local and area Quaker meetings in Britain
- Contacts in Quaker groups in other countries, networks and faith and civil society groups

Working conditions

Based at our offices in London (NW1) or Leeds (LS2) or at home if you do not live within reasonable commuting distance from these offices. Office-based staff can work at home some of the time by agreement. There is likely to be a significant amount of travel exploring archives and meeting Quakers nationally, with periods of time spent in Friends House.



Essential knowledge

- An understanding of historic and contemporary reparations movements
- Understanding of, and sympathy with Quaker values
- Commitment to and understanding of anti-racist ways of working
- Ability to support a Quaker governance committee with its work

Essential experience

- Project management and delivery
- Work in the field of equities

Essential skills

- Good digital skills, including the ability to use Microsoft 365/Office and a demonstrable ability to learn and use different types of software as required
- Good communication and interpersonal skills, including culturally competent communication and the ability to build and maintain relationships with partners and stakeholders
- The ability to manage multiple deadlines and workstreams, holding colleagues and others to account for agreed work
- Research skills
- Good organisational skills, taking a methodical and detailed approach to work
- Ability to take the initiative and progress a project, seeking support and engagement from colleagues as necessary

Desirables

- Data analysis skills
- An understanding of historic and contemporary social justice movements



Salary

£40,261 – London

£34,224 – Regional

Location

Based at our offices in London (NW1) or Leeds (LS2) or at home if you do not live within reasonable commuting distance from these offices. Office-based staff can work at home some of the time by agreement.

Hours of work

35 hours per week. Hours can be worked flexibly.

Flexible working options

We are open to discussions about flexible working patterns such as compressed working hours.

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. All staff with more than 26 weeks service will receive 16 weeks full pay, followed by 18 weeks half pay and 5 weeks SMP consecutively. 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



The principles of equality and diversity are important to Quakers in Britain in all aspects of its work. You do not have to be a Quaker to apply for this post, but we expect you to uphold the values of Quakers.

We strive to be an inclusive employer and welcome applications from people of all educational, racial and socio-economic backgrounds. We encourage you to fill in our diversity monitoring form when applying. 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 the organisation comes in to contact with.

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

The closing date for applications is:

8am, Monday 2 September 2024.

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

Interviews will be conducted by Edwina Peart, Siobhán Haire and Ann Morgan on **Thursday 12 September** at Friends House (NW1)

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.

