

Quakers in
Britain



Application Pack

Head of Supporting Quaker Communities





Oliver Robertson
Head of Witness and Worship

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 and sustainability to the world, and support the Quaker community.

The Head of Supporting Quaker Communities is one of two operational managers overseeing all our help to Quakers across Britain. You will manage a motivated and geographically dispersed team, helping them respond to the needs of local Quakers and also shaping work to fit agreed national priorities.

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,

Oliver Robertson
Head of Witness and Worship

If you would like an informal chat about the role before applying please email Oliver Robertson at 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/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



- **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 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 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 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. 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 Life**

Quaker Life is the department of Quakers in Britain providing support to Quaker

communities. It oversees support for Quaker meetings, other specialist communities (e.g. chaplains), and support for youth, children and families. It works with other departments on sharing the Quaker message (outreach).

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
Youth, Children, Families & Young Adults	Youth Development Worker Yorkshire	Local Development Worker Scotland	Local Development Worker Kent Sussex & Surrey	Local Development Worker Southwest England	Local Development Worker East Anglia
Young People's Integration Co-ordinator	Youth Development Worker Western England	Local Development Worker South Coast Central	Local Development Worker Northwest England	Local Development Worker West England	Local Development Worker London
Young People's Administration	Children and Youth Development Worker Thames Valley	Local Development Worker East Midlands	Local Development Worker Yorkshire	Local Development Worker Cumberland & NE	Property Management Adviser
Quaker Life Support Team Administrator	Youth Development Worker London	Local Development Worker Herts, Beds, Northants	Local Development Worker Thames Valley	Prison Chaplains Support Officer	
		Local Development Worker Wales & Southern Marches	Local Development Worker West Midlands		

About this post



- **Job purpose**

The role of the Head of Supporting Quaker Communities is to jointly lead the department delivering support for Quakers across Britain.

- **1. Key accountabilities and main tasks**

- Operational leadership of work supporting Quaker communities
- Management of staff and departmental leadership
- Operational management and planning
- Budgeting
- Governance and reporting

Reporting

- 3 x Quaker Life Team Leaders

Management of work

- Head of Witness and Worship
- **2. Intellectual demands**
- 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.

- **3. Use of resources**

- Joint management of a team of 31 staff; directly responsible for 3 Team Leaders and the 15 staff they line manage.
- With the Head of Inclusive 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.

- **4. Working conditions**



- 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.

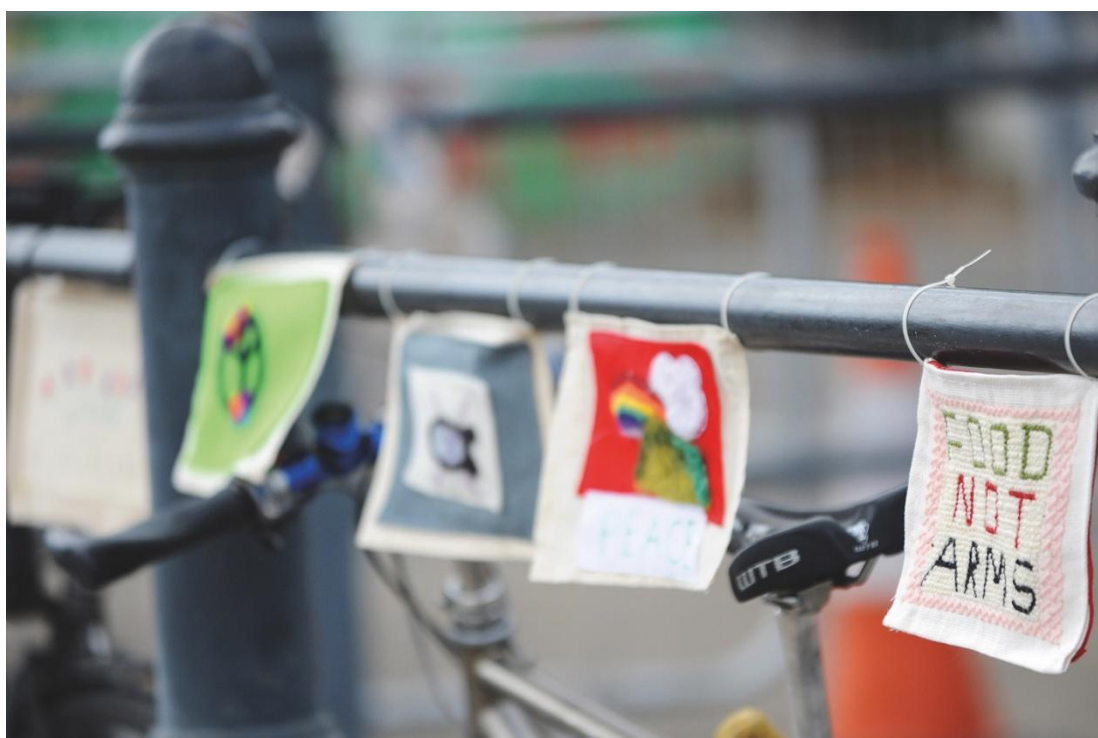
- **Other responsibilities**

- Responsible for adhering to BYM's employee policies at all times
- Responsible for ensuring that BYM's fundraising activities are in line with the Fundraising Regulator's Code of Conduct.

- A commitment to championing equity, diversity and inclusion in our workplace community.
- To undertake other duties and responsibilities commensurate with the post.

SAFEGUARDING REQUIREMENTS

- Completion of mandatory training modules on safeguarding adults and children, including annual refresher training.



Person specification



This is list of the attributes that a Head of Supporting Quaker Communities could have. We know that no-one will match up perfectly to the whole list. We are looking for the best mix of skills and experience that fits these needs.

- **Essential knowledge**

- 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.
- A good understanding of equity, diversity and inclusion in the workplace

- **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 using a range of monitoring and evaluation approaches to measure effectiveness and develop best practice
- Experience of supporting groups to build community and share learning

- **Essential skills**

- Ability to develop and deliver plans on collaboration with key stakeholders, and using 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.
- Understanding of safeguarding of children and vulnerable adults within a faith setting.
- Management of a geographically dispersed team.

Salary & benefits



- **Salary**

£61,310 – London / £52,114 – Regional

- **Location**

Based at our offices in London (NW1) or Leeds (LS2) or at home if you do not live within reasonable commuting distance. Office-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 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%. You can 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 max. 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. 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.

The closing date for applications is:

9am on Tuesday 27 May 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 by the Head of Witness and Worship, and others, on **Thursday 5 June 2025**.