

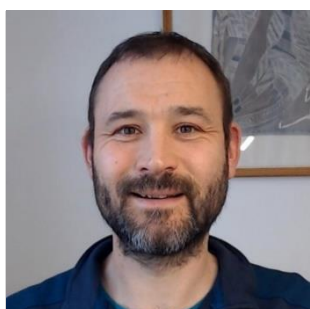
Quakers in
Britain



Application Pack

Local Development Worker - East Anglia





Ollie Waterhouse
Quaker Life Team Leader

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.

Local development work is an exciting opportunity to be involved in the day-to-day life of Quaker communities. Quaker communities hope to be loving places where people find spiritual connection and can contribute to working for a better world for all.

We are looking for people who enjoy working with people; who are curious about spirituality and community; who are encouraging and able to challenge; and who have a passion for making things better in the world.

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.

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.

Regards,

Ollie Waterhouse
Quaker Life Team Leader

If you would like an informal chat about the role before applying please email Ollie Waterhouse at oliverw@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 gifts surplus to the charity to support 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 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



Local Development Work team

The Local Development Work team is part of Quaker Life. The objectives of the department are:

- **Be community-led and community-focused**, supporting Quaker communities in discerning their leadings, needs and priorities.
- **Enable Quaker communities to reach beyond** those who are currently active and involved to people at, or beyond, the margins of existing Quaker communities.
- **Encourage innovation and experimentation**, adapting our organisation and structures in response to current needs while remaining true to Quaker discipline and practices.
- **Complement other work**, so we do not duplicate or have gaps in support provided to Quakers.
- **Be collaborative between BYM and Woodbrooke**, with other groups and with individual Quakers and their communities.
- **Be underpinned by a commitment to equality and diversity**. Look beyond those who currently access services and support; and experiment with different ways of offering support.
- **To work in ways which support the Yearly Meeting's commitment to being a low-carbon, sustainable community**, especially in relation to travel, use of resources and the use of technology





Job purpose

To work with Quaker communities in a particular geographical area to enable them to thrive in a way that meets the aspirations of Our faith in the future.

- Meeting for worship is the bedrock of living as a Quaker
- Quaker communities are loving, inclusive and all-age
- All Friends understand and live by Quaker discipline
- Quaker values are active in the world
- Quakers work collaboratively
- Quakers are well known and widely understood.

Support is offered to individuals and communities. The support is flexible, responding to the needs and circumstances of Quaker communities in each area. This is likely to include a mixture of spiritual, practical, pastoral and facilitative approaches, as well as offering opportunities for community development and learning.

All aspects of the work will be embedded in Quaker testimony and practice; guided by the aspirations of Our faith in the future and underpinned by the strategic priorities of Britain Yearly Meeting and Woodbrooke.

1. Key accountabilities and main tasks

1.1. Develop understanding of and respond creatively to the needs and agendas of local Quaker communities (c.35% of worker's time)

This includes:

- To build trusting relationships - with individuals and Quaker communities.
- To develop understanding of existing areas of activity, concerns and lived experience of Quakerism in local Quaker communities.
- To explore the presenting and underlying needs and aspirations of local Quaker communities.

- To facilitate groups to explore a potentially wide-ranging set of questions, thoughts and leadings, and to identify actions that may flow from these (e.g. in relation to community building, spiritual nurture, property, role-holding, developing concerns, conflict, witness etc.)
- To encourage and signpost local Quakers to access the available local development support, as well as wider sources of support from BYM, Woodbrooke and other appropriate organisations.
- To develop and implement work plans based on local consultation and discussions, agreed with the team leader.

1.2. Support local leadership development (c.35% of worker's time)

This includes:

- To help role-holders, meetings and others to use Quaker processes and discipline effectively, including working with and drawing on others with specialist expertise as appropriate.
- To encourage individuals to use their gifts to serve Quaker communities through personal support, enabling access to learning, training and development.
- To work with and draw on colleagues, Quakers and external agencies with specialist expertise, supporting meetings to uphold good practice and legal requirements – e.g. in governance, safeguarding, employment, charity law.
- To support the development of local and regional networks to foster community, share learning, experimentation and good practice.
- To support Friends to identify, develop and deliver projects – ensuring that these remain locally owned and implemented (not to deliver these).



- To support meetings to become more welcoming, accessible and diverse, including through experimentation with different expressions of Quaker community.

1.3. Contribute to BYM's 'Integrated Strategy for Supporting Quaker Communities' (c.20% of worker's time)

This includes working with colleagues in Quaker Life, Woodbrooke Learning, other departments in Britain Yearly Meeting, with Quakers giving service and external partners:

- To share learning and develop thinking which develops the support for Quaker communities, in ways which reflect local needs and experience.
- To work with colleagues to develop and deliver programmes and events at regional and national level.
- To promote wider BYM and Woodbrooke support for Quaker communities work, as appropriate to local needs and circumstances.
- To identify and present local stories, helping to build a culture where Quaker communities share learning with others.
- Where appropriate, to sensitively challenge Quaker communities to develop and broaden thinking in line with Yearly Meeting priorities / leadings.
- To use agreed monitoring and evaluation processes to record and report on the work to help BYM and Woodbrooke identify the difference the work is making.
- On occasion – and as agreed with team leader – to work in other geographical areas or undertake other Support for Quaker Communities work.

1.4. Professional and team development (c.10% of worker's time)

This includes:

- To share and develop learning and expertise with colleagues.
- To participate remotely and in person in regular team and organisational meetings across BYM and Woodbrooke.
- To participate actively in line management annual reviews and planning with line manager.
- To participate in core and team training and learning in Quaker in Britain.

To identify and follow a personal development plan in agreement with line-manager. Do this in line with organisational policy and procedure.

2. Judgements

- Work within the framework of BYM's strategies and operational plans under the direction and line management of a team leader.
- Negotiate conflicting / competing points of view within and between people, communities and other stakeholders.
- Identify and respond appropriately to the presenting and underlying needs of Quaker communities.
- Decide upon the most suitable types of support to offer from the available resources, bearing in mind competing needs and outcomes.
- Manage own workload and priorities, with the support of the team leader.

3. Use of resources

- There are no staff or budget management responsibilities, but the



work includes working alongside and supporting volunteers.

- Responsibility for managing resources allocated by budget-holders, in line with organisational requirements and guidance e.g. for travel expenses, procurement and sustainability.
- Responsibility for safekeeping of IT equipment and a mobile phone.

4. Communications

- **Internal:** (paid staff) 30%
- **External:** (including local and area meetings, committees, etc.) 70%

5. Working conditions and emotional demands

Reasonable adjustments can be considered in line with the Equality Act 2010.

- Based from home and locations within the geographical area covered by this role.
- Staff members use IT equipment provided by the organisation and can also be provided with basic office equipment (e.g. desk, chair) for a home base.
- A requirement to travel regularly, primarily on public transport, often carrying IT equipment and resources.
- Flexible working hours, to be agreed in advance each calendar month with the team leader. A record of hours worked to be kept.
- Wednesday is a core desk/office day, when all team members are expected to work most weeks.
- Working hours to include an average of 5 weekend days per month, often on a Sunday.
- Occasional evening work, online and in person.
- Some long days and overnight stays (around 10 per year).
- Extensive travel within the relevant region as well as at other locations as needed for meetings. These include

Friends House, London; Woodbrooke, Birmingham and the Yorkshire Centre in Leeds). Some meeting houses are less accessible by public transport.

- Home working allowances, travel and subsistence costs and other expenses are paid according to the BYM's relevant policies.

Other responsibilities

To undertake other duties and responsibilities commensurate with the post, as may be required from time to time

To follow BYM's policies and procedures, in particular:

- Safeguarding, Equal Opportunities and Health and Safety
- the BYM commitment to sustainability and sustainable travel
- all aspects of the BYM Staff Handbook.



This is list of the attributes that a Quaker Life Local Development Worker 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 spirituality, practices, structures and values.
- Understanding of how ethics, values or faith can underpin strong community and effective social action.
- Awareness and understanding of the issues / cultural context of the region.

Essential experience

- Working with communities, groups or teams to help them to make significant, positive changes.
- Supporting and developing individuals to understand their situation, use their gifts and facilitate change.
- Providing clear, helpful and compassionate support in situations of disagreement and conflict.
- Confident IT user with the ability to learn and use new software and applications quickly.

Essential skills

- Able to work creatively with ideas, facilitation methods and sources of information to help big or small groups explore, plan and deliver initiatives.
- Committed to inclusive practice: promoting diversity and equity in all aspects of work and self. Able to notice when Quaker communities need support and be alongside their learning journey.
- Independently manage a varied workload with a variety of different

people and priorities, relationships and working practices.

- Able to use a variety of ways to effectively communicate with individuals, groups and the public. This includes verbal, written, presentation and digital skills.
- A commitment to professional practice, including safeguarding, health and safety, data protection and workplace compliance.

Desirables

- Training, qualifications or experience in one or more of the following: community development, volunteer management, youth and/or community work, faith organisations, group work, facilitation, training or education.



Salary

£27,379 (£34,224 pro rata) (2024 rate)

Location

Based from home and locations within the geographical area covered by this role.

Hours of work

28 hours per week including some weekends and evenings and frequent travel.

Flexible working options

We are open to discussions about flexible working patterns. There is some flexibility over daily start and finish times.

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. 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



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 on Monday, 2 December 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 on **Wednesday, 11 December 2024.**

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.

