

# Application Pack

## Independent Director





*Carol Rowntree Jones, Quiet Company Clerk for 2025*

**Thank you for your interest in joining the board of Quiet Company.**

We have space for one new director to start with us in January 2025, and as the incoming Clerk for the Board for next year, I'd be delighted to welcome you. I hope this pack helps you understand our work and whether directorship is right for you.

Quiet Company is one of the most visible Quaker businesses in the UK today, and the money we make directly contributes to Britain Yearly Meeting's funds. We have diverse responsibilities: at Friends House in London we run the bookshop, worship space and café, as well as the large conferencing facilities throughout the building.

At Swarthmoor Hall, we run the historic home of Quakerism, including a café, shop, and holiday accommodation.

Finally, we oversee the Facilities and Estates management on behalf of the charity across a wide portfolio, including Quaker House Brussels.

Managing this diverse remit takes a mixture of people with different backgrounds and strengths. We are ultimately responsible for delivering our net profit back to Britain Yearly Meeting (BYM), and therefore play a key role for the organisation.

We have a fantastic team in place who run the day-to-day operations, allowing the board to focus on strategy and performance.

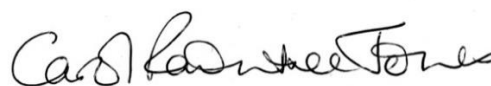
We have chosen a triple bottom line as our focus, which highlights 'People, Planet and Profit'; this is our chosen measure for monitoring what we do and how we do it.

If interested in this role, we ask that applicants are either in membership or in the process of becoming a member, and are familiar with Quaker governance. Beyond that, we look for people who have experience in one or more areas that relate to the Quiet Company's work, and who will enjoy the rewarding role of director.

If successful, you will join the board at an exciting time. The last few years have been unlike anything we have seen before, and we have been taking the opportunity to rebuild and renew.

There is work underway to shape the company's future, and to fulfil our core purposes: trading profitably to support the work of Britain Yearly meeting, and being an exemplar of Quaker business in the twenty-first century.

I wish you all the best with your application.



Carol Rowntree Jones

Clerk to Quiet Company Board for 2025

# About Quiet Company



Quiet Company was formed in 2007 to raise income for the charity of Quakers in Britain, known internally as British Yearly meeting (BYM). Each year, the company gift-aids any profits to the charity to support Quaker work in the United Kingdom and all around the world.

The company operates as an ethical and sustainability business, in line with Quaker values. You can read more about our purpose at <https://quietcompany.co.uk/our-purpose/>

## People – Planet – Profit

We believe in the 3Ps: People, Planet and Profit. This is the triple bottom line we have chosen to reflect our Quaker values; we seek to minimise our impact on the environment and maximise our positive contribution to the communities in which we operate.

## Our Values

As an ethical and sustainable business, our core values support our work to deliver services that ensure our guests, Friends and

customers all receive a great experience – whether the visit us at Friends House in London, or Swarthmoor Hall in Cumbria.

We are:

- **Welcoming:** We welcome everyone in our venues at London and Cumbria. Whether you want to meet, enjoy our cafes, stay the night, or just relax in our gardens, our doors are open.
- **Innovative:** We follow the tradition of ethical Quaker businesses. We are always striving to improve the welfare of our employees, our environmental practices, while making a positive contribution to the communities in which we operate.
- **Responsible:** We are committed to having the least possible impact on the environment. We have fully integrated the UN Sustainable Development Goals into our decision making and processes.



# About us



We have a diverse and talented team of c.70 staff at Friends House and Swarthmoor Hall. They go the extra mile to offer Quaker hospitality in a friendly environment to customers, friends and Friends.

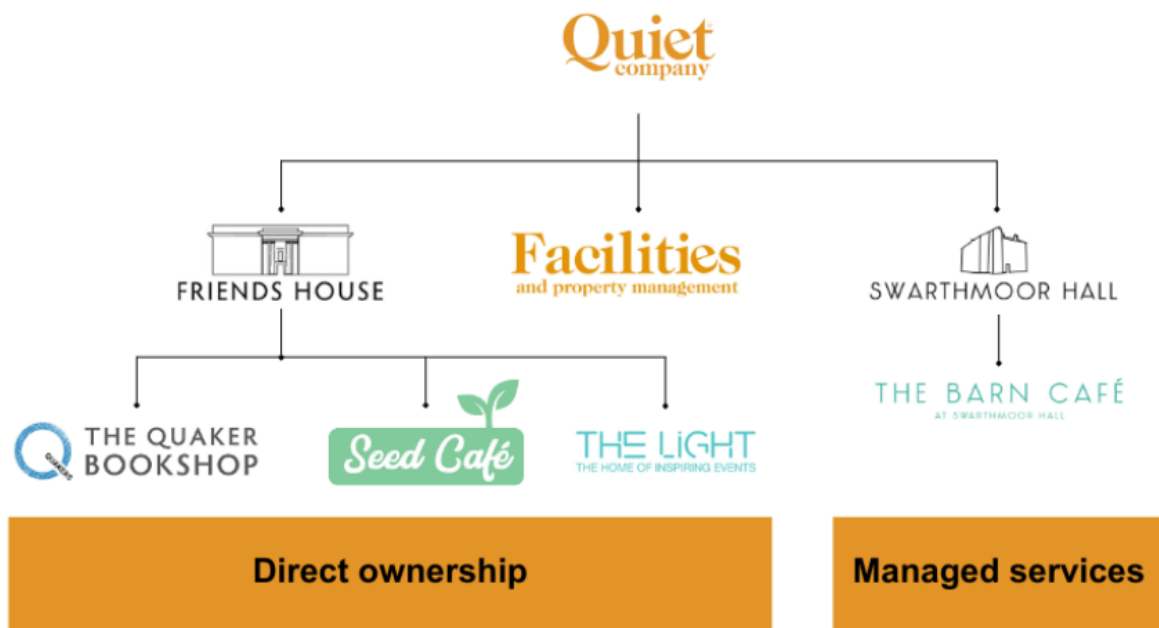
Our company has a set of commitments which team members follow to ensure we provide the best set service possible and maintain a great relationship within our company and outside our walls.

These commitments cover:

- Our customers
- Our staff
- Our suppliers
- Our community
- Ourselves



## Company Structure



# Person specification

The company's business model continues to evolve so we can best support BYM's work. We are proud to have a Board with a range of experiences and expertise.

For this role, we are particularly looking for Friends with knowledge in:

- Catering
- Visitor Attractions
- Marketing
- Sales

However, all skillsets would be welcomed, and we've always happy to support those looking to take their first step in a committee or Board role.

You should currently be in membership of the Society of Friends or in the process of joining. We would be particularly pleased if you are familiar with the Quaker business method, especially as a clerk, or have experience of being a trustee or non-executive Director, but this is not essential.

It is important that you have an interest in developing sustainable and ethical business and supporting local or disadvantaged communities.

**Time commitment:** we currently hold up to five three-hour meetings per year (normally held in the afternoons, one in-person and the rest online), and one full away day per year in locations across the country. Papers are issued two weeks before, with some pre-meeting reading required.

We actively encourage and welcome applications from all sections of society and young Friends.



Thank you for your interest in serving. If you are interested in becoming part of a vibrant company and helping it flourish, you can apply online at [www.quaker.org.uk/jobs](http://www.quaker.org.uk/jobs).

You are most welcome to have an informal chat with Lisa San Martin, Quiet Company CEO who can be reached at [LisaS@quaker.org.uk](mailto:LisaS@quaker.org.uk), or Matt Baker, current Quiet Company Clerk at [qc-clerk@quaker.org.uk](mailto:qc-clerk@quaker.org.uk).

Please note this role is not remunerated, but reasonable travel expenses are paid.

The closing date for applications is:

**8.00am, Wednesday 20 November.**

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 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.

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.

We will consider your application immediately after the closing date and will contact you as soon as possible.

Interviews will be conducted **online on a date to be confirmed**.

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, but please do not let this deter you from any future applications.

