

Quakers in
Britain



Application Pack

Senior Change Leader: Quaker
Governance





Paul Parker
Recording Clerk

Help transform our structures and practices to make the continuing Yearly Meeting a success

At Quakers in Britain we are working to support the Quaker community, and bring Quaker values of peace and sustainability to the world. Part of this work is to sustain our national Quaker worshipping community through the holding of Yearly Meeting and a wide range of other events and committee meetings.

In 2024, Yearly Meeting agreed to lay down Meeting for Sufferings from 2026, and to hold open ‘continuing’ Yearly Meeting sessions throughout the year. This new post will play a key role in BYM’s senior leadership team (Management Meeting), ensuring the transition to the new structure is well managed, the implications for teams and processes across the organisation are dealt with well, and the opportunities for change are maximised.

This is a fixed-term post until December 2026. The position is part-time (24.5 hours per week – 0.7FTE), hours to be worked

flexibly. You can choose to work from our offices in London or Leeds, or from home.

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 and person specification for the post.

If you want to join our focussed and determined senior staff team we look forward to receiving your application.

In Friendship,

Paul Parker
Recording Clerk

If you would like an informal chat about the role before applying, please email Paul Parker at RC@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 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.



Management Meeting

Management Meeting is the senior leadership team of Quakers in Britain. Its six members share collective responsibility for the management of Quakers' national work, accountable to Britain Yearly Meeting Trustees.

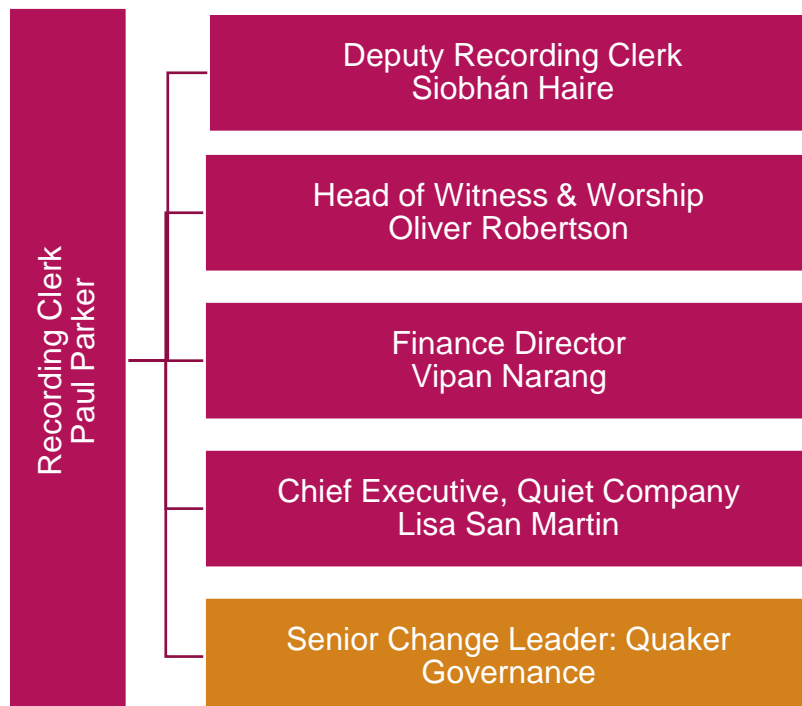
Between them, the members of Management Meeting provide leadership and line-management for the twelve Operational Managers who run our day-to-day operation across six departments

The members of Management Meeting service the senior governance bodies of Britain Yearly Meeting: Yearly Meeting, BYM Trustees, Meeting for Sufferings (until laid down in 2026), Quaker Life Central Committee, Quaker Peace & Social Witness Central Committee and Yearly Meeting Agenda Committee.

Senior Change Leader: Quaker Governance

This post will oversee the work of the Governance & Events team in Quaker Church Affairs, and will also work closely with a number of other teams across the organisation to ensure that the transition to the new governance structure is fully realised. These include the Youth, Children & Families Team of Quaker Life, the Faith in Action Team in Quaker Peace & Social Witness, the Church Government Adviser, and a wide range of other colleagues.

The post will also have responsibility for BYM's governance strategy and risk management. The postholder will work closely with colleagues involved with supporting area meetings in order to develop BYM's support for significant governance changes at local,





Job Purpose

The postholder will serve as secretary to Meeting for Sufferings, the standing representative council of Quakers in Britain, for the next 15 months, and play a significant role in the initial formation and working of the committee charged with implementing the transition to a continuing Yearly Meeting. They will deputise for the Recording Clerk in matters of church government.

The postholder will lead on significant governance changes culminating in the move to a continuing Yearly Meeting in mid-2026. They will also lead the development of BYM's support for significant governance changes at local and regional level.

In addition, they drive a range of cross-organisational priorities agreed with the Recording Clerk on a rolling basis. The Head of Governance Change has strategic responsibility for BYM's risk management processes and database.

As a member of Management Meeting (BYM's senior leadership team), the postholder shares collective responsibility for the operational and strategic management of the centrally managed work of BYM, including reporting to the Trustees and contributing to the budgeting and planning process for the whole organisation.

The postholder is a member of Meeting for Sufferings ex officio until it is laid down.

1. Key accountabilities and main tasks

Strategic responsibilities and leadership:

- Working with BYM Trustees and other relevant bodies, take overall strategic responsibility for the following areas of BYM's centrally managed work:

- Risk management strategy
- Governance strategy

- Work closely with and deputise for the Recording Clerk in any aspect of their work relating to church affairs and governance change as required.

Sustaining church and faith:

Maintain positive relationships with and between different parts of Yearly Meeting structures.

Ensure BYM undertakes effective planning for the transition to a continuing Yearly Meeting.

Ensure BYM managers are effective in using available resources to further the discerned aims of Yearly Meeting, Meeting for Sufferings, BYM Trustees and central/standing committees.

Ensure BYM manages risks and opportunities effectively.

External relations:

- Maintain positive relationships between BYM and Quaker Recognised Bodies and other partners.
- Maintain positive relationships between BYM and key funders/grant-making trusts.
- Represent Quakers in Britain in the wider voluntary sector and elsewhere as required.

Governance and reporting:

Serve as secretary to Meeting for Sufferings, the standing representative deliberative body of BYM. Ensure that its clerks and any working groups are supported, receive appropriate advice, and that their meetings are appropriately serviced.

About this post



Ensure effective communication with other governance bodies of BYM.

Attend meetings of Britain Yearly Meeting Trustees and provide such reports and information as they or the Recording Clerk may require on the postholder's areas of responsibility.

Ensure that operational risks are managed effectively throughout the organisation and maintain an overview of delivery risks and appropriate mitigations; oversee the production of BYM's risk register.

Organisational management and planning:

- Serve as a member of Management Meeting, which is collectively responsible to trustees for overseeing the strategy, operational plan, budget and policies of the centrally-managed work of Quakers in Britain within the discerned priorities of Meeting for Sufferings and the Central Committees.
- Together with other Management Meeting colleagues, develop long-range plans for BYM, aiming to sustain it as a church and charity.
- Oversee the establishment of inter-departmental projects as needed, taking the lead in some working groups/clusters and both attending and contributing to general staff meetings.

Management of staff and work:

Help BYM realise its aspiration to be an exemplary employer, including by upholding the 'BYM managers' commitment' and the values of the organisation.

- Provide effective leadership, support, direction, management and development of BYM staff and their work.
- Oversee and support operational managers in the joint-leadership of their departments.
- Ensure BYM staff collaborate with each other and with partner organisations, in order to deliver work programmes effectively and efficiently.
- Ensure that implementation plans are in place for the work of staff as discerned by the relevant governance committees.
- Alongside Management Meeting colleagues, provide the line management of all members of the Operational Management team.

2. Intellectual Demands

- Maintain a knowledge and understanding of the Quaker business method and central decision-making structures.
- Keep abreast of professional and other developments in the voluntary/non-governmental sector and, where these are relevant to the work of Britain Yearly Meeting, interpreting them to those concerned.
- Maintain a high level of understanding of the issues underlying each of the areas of strategic responsibility.
- Maintain a good understanding of relevant legislation and regulatory frameworks.
- Apply Quaker values and experience to all areas of the work, including advising as new issues arise, and ensuring that the work matches the requirements of Quakers in Britain as expressed through minutes of BYM Trustees, Meeting for Sufferings,

About this post



Yearly Meeting, Central Committees and in Quaker faith & practice.

3. Judgements

Within broad parameters, the post has considerable autonomy.

Deciding on appropriate reference to governance bodies; ensuring that they have access to clear and accurate information and advice to enable effective decision-making.

The role demands an ability to research the facts and analyse them dispassionately.

The post requires the ability to communicate persuasively and convincingly.

Because of the often-competing demands of committees requiring servicing, the post holder is required constantly to reassess and reorder priorities.

4. Use of resources

As a member of Management Meeting, shared responsibility for whole-organisation staff-management, budget and operational-planning processes.

5. Communications

Internal - 40% (Paid staff)

Primary contacts are with other members of Management Meeting, operational managers and other key delivery staff.

External - 60% (Non-paid staff including: local and area meetings, committees, etc.)

Membership, ex officio, of Meeting for Sufferings, the national representative body, for as long as it continues to meet.

Expected to attend Yearly Meeting, meetings of Trustees and other relevant committees.

Primary contacts are with clerks and members of Meeting for Sufferings and Trustees and other Quakers appointed to governance bodies. The postholder will also have considerable contact with Friends throughout the yearly meeting.

6. Physical Demands & Co-ordination

The role is home or office based and there are no unusual physical demands.

7. Working conditions and emotional demands

Required, sometimes, to have difficult conversations with staff members or external parties.

Regular travel to BYM's offices in London and Leeds will be required, as well as other travel within the UK.

Frequent weekend and some evening working is required.

For the most part, however, working conditions and emotional demands are within the normal range.

Other responsibilities

- To undertake such other duties and responsibilities commensurate with the post as the Recording Clerk and the Trustees may require
- Responsible for ensuring that BYM's Safeguarding Policy is adhered to in all aspects of the role
- Responsible for ensuring that BYM's Equal Opportunities Policy is adhered to in all aspects of the role



ESSENTIAL KNOWLEDGE

Member or attender in good standing of the Religious Society of Friends (this is an occupational requirement under the 2010 Equality Act), together with a substantial knowledge of and commitment to Quaker values and testimonies and a good understanding of the Quaker business method.

Understanding of the current issues and concerns in the life of Quakers in Britain. A commitment to equality, diversity & inclusion and a good understanding of current best practice in this area.

Sound working understanding of the principles of charity law and good governance.

Sound understanding of *Quaker faith & practice* and current constitutional structures of Britain Yearly Meeting.

ESSENTIAL QUALIFICATIONS

Education to degree level or equivalent life experience.

Range of professional-development activity related to the responsibilities of this post.

ESSENTIAL EXPERIENCE

Experience of close working with trustees, a lay management board, non-executive directors or elected representatives and/or relevant service as a trustee.

Experience of budget and operational planning at team or organisation level.

Experience of leadership and management of high-performing teams at a range of levels; commitment to a participative style of leadership and staff development.

Experience of managing complex change processes.

Experience of the Quaker business method and decision-making structures at a range of levels; understanding of the underpinning theology of Quaker practices in this area.



Person specification



ESSENTIAL SKILLS

Sound judgement and effective interpersonal skills, with the ability to create collaborative working and decision-making environments, and with a visible and accessible presence.

Ability to manage complex change projects, including prioritising key deliverables, managing interdependencies and dealing with conflicting demands.

Excellent oral, report-writing and good IT skills.

Ability to communicate persuasively and succinctly.

Ability to prioritise and manage time effectively.

Ability to handle sensitive issues and deal with conflicts with discretion and care.

DESIRABLES

Experience of project management.

Experience of a range of Quaker service roles.

Experience of managing geographically-dispersed teams.

Management or other relevant qualifications or evidence of further study.

An ability to keep things in proportion and a sense of humour.





Salary

London: £51,929 - £59,590 (£74,184 - £85,129 pro rata), or
Regional: £44,139 - £50,652 (£63,055 - £72,360 pro rata)

Location

Friends House, NW1 or Quakers in Britain Yorkshire Centre, LS2 or home-based if you do not live within reasonable commuting distance.

Hours of work

24.5 hours per week, to include some weekend and evening working, for which time off in lieu will be taken.

Terms of employment

This is a fixed-term position until 31 December 2026.

Flexible working options

The postholder may request flexible working arrangements within the requirements of this post. Our core office hours are 10am-4pm Monday to Friday. The core hours will be adjusted to reflect the part-time nature of this position by agreement with the postholder.

Holiday

27 days a year plus bank holidays and three days for Christmas closure.

Subsidised café

We have a café at Friends House in London 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 nine-months 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, 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.



Equity, diversity and inclusion

The principles of equality and diversity are important to Quakers in Britain in all aspects of our work. There is a genuine occupational requirement for the postholder to be a member or attender in good standing of the Religious Society of Friends (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 into contact with.

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.

Safeguarding

Quakers in Britain are 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
- Enhanced DBS check with Regulated Activity and overseas police check (where applicable)

See below for details on how to apply:





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

The closing date for applications is:

8am on 2 January 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 Recording Clerk and a member of BYM Trustees. They are expected to be held on 9 and/or 10 January 2025.

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.