

Quakers in
Britain



Application Pack

Coordinator for Senior Managers





Jane-Eve Straughton
Governance Manager

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 role of Coordinator for Senior Managers is a key position supporting our 5-strong senior-management team and some of our central committees. The successful candidate will be joining a group of governance specialists who share responsibility for ensuring that our charity and faith community are run effectively and seek to live up to our Quaker values of truth and integrity.

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

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

Regards,

Jane-Eve Straughton
Governance Manager, Team Lead

If you would like an informal chat about the role before applying, please email Jane-Eve Straughton at jane-eves@quaker.org.uk.



1. 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.

2. 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 people.
- **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.

3. 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.



Quakers in Britain is a national charity employing 180 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.

4. 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'.

5. 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.

6. 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 the 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.



7. Governance and Planning Team

The Governance and Planning team is part of the Quaker Church Affairs department.

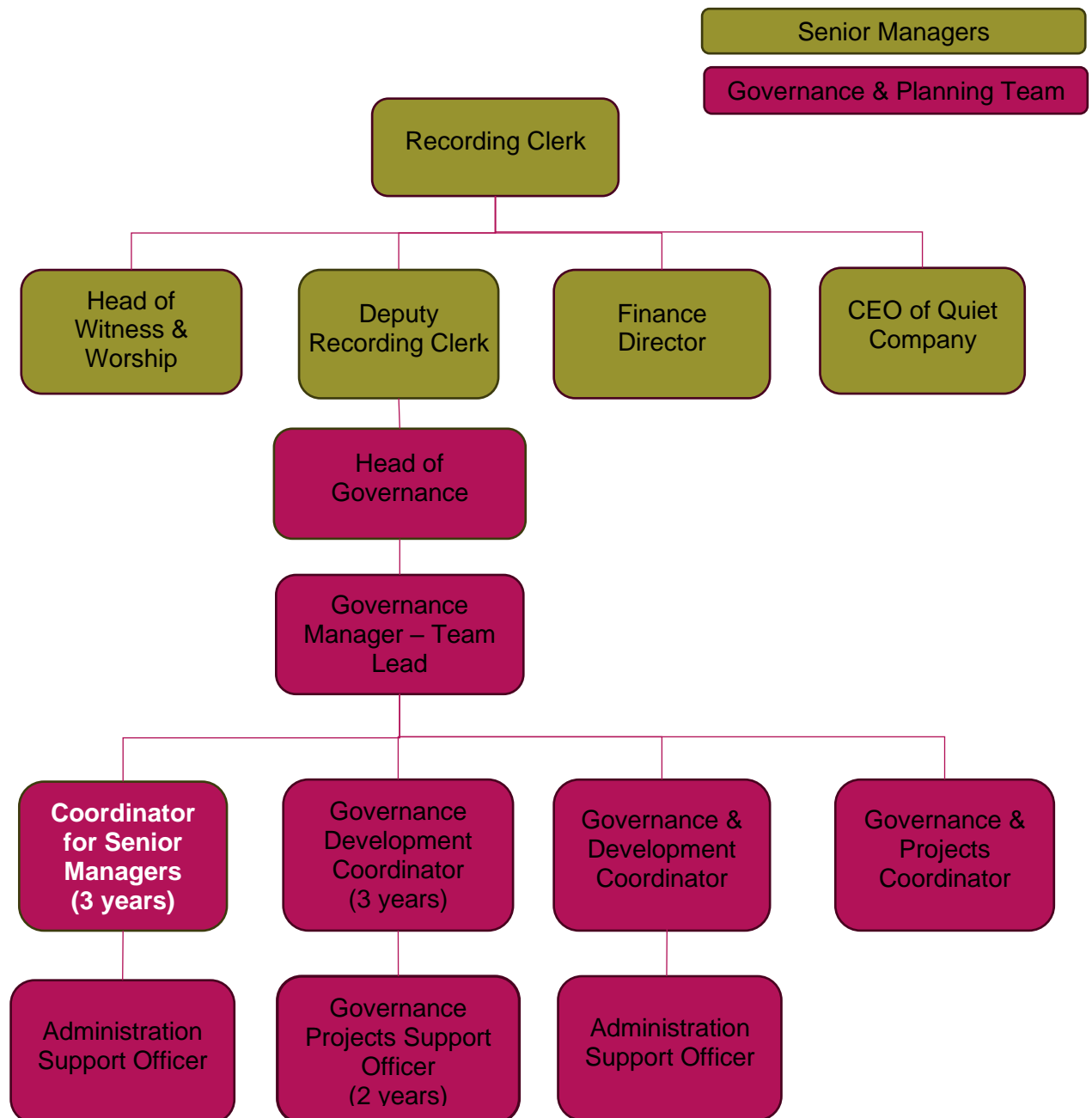
The objective of the Quaker Church Affairs department is to enable Quakers in Britain, as a national community, to thrive. It achieves this through:

- Stewardship of the story of Quakers (in Britain), supporting a

shared identity for our national Quaker community

- Enabling Quakers to gather and meet in inclusive, safe environments
- An effective, inclusive governance committee structure which is fit for the future
- Good governance of the national charity which supports the church.

Governance





8. Job purpose

To coordinate the work of the five members of Britain Yearly Meeting's (BYM) senior management team (Management Meeting), including the Recording Clerk, and support the smooth running of the administration offices at Friends House by:

- a. managing, planning and delivering meetings and away-days of the senior team including monitoring actions and follow up work
- b. ensuring reporting from staff to the senior team, and from the senior team to committees, is completed to agreed timetables
- c. contributing to good communication, organisation and project work across the work of the senior team
- d. providing high-level secretarial support
- e. managing office supplies, sorting post and managing the hot-desk booking system

9. Key accountabilities and main tasks

(a) Coordination of Management Meeting meetings and some governance committees

- Support meetings of Management Meeting and other governance committees as needed through forward planning, co-ordinating preparation of papers with staff, tracking follow up
- Assist in the preparation of agendas
- Help draft minutes
- Contribute to the research and drafting of papers and cover notes and carry out proof-reading as required
- Ensure papers are delivered on time
- Help manage files and records of the meetings
- Track continued business and ensure tasks are followed up
- Act as Committee Secretary to Finance & Property Committee, a subgroup of BYM Trustees.

(b) Coordinate reporting

- Maintain and monitor a plan of reporting to and from Management Meeting
- Manage the flow of work by giving timely reminders to staff for reports
- Support committee secretaries to aid their agenda planning with information on future reporting to committees
- Maintain and develop appropriate systems and processes

(c) Support Management Meeting with communicating its work



- Contribute to good communication, organisation and project work across the work of the senior team
- Plan communications against deadlines to ensure they are delivered on time
- Prepare communications for stakeholders and colleagues

(d) Provide high-level secretarial support to members of Management Meeting

- Meet regularly with each member of Management Meeting to schedule workloads and share developments
- Take minutes/notes at meetings as required
- Prepare and circulate follow-up papers to meetings and track actions arising
- Collate information for papers and ensure formatting/templates are standardised
- Manage and prioritise emails for members of Management Meeting, flagging the need for action or attention as appropriate
- Monitor and forward-plan for tasks, flagging deadlines and ensuring enough notice is given to complete tasks in time
- Consider and implement improvements to processes and systems that help increase effectiveness and contribute to BYM's priority to simplify practices
- Contribute to the work of the office team, including sharing routine office tasks such as fielding phone calls, photocopying, archiving, and indexing minutes

(e) Support the smooth running of the administrative offices at Friends House, London.

- Sort incoming post, scan and circulate as appropriate.
- Manage office supplies, liaise with stationery suppliers, provide cost effective solutions, and purchasing within an agreed budget, in line with BYM policies and procedures.
- Manage hot-desking booking system, be the point of contact for queries and troubleshoot issues arising.
- Deal with queries regarding office printers
- Proactively engage with staff to keep the offices tidy and well organised, liaise with staff about their needs and work with them and facilities staff, to find appropriate solutions.
- Liaise with the Assistant Facilities Manager in relation to these responsibilities.



Reports to: Governance Manager, Team Lead

Responsible for: Administrative Support Officer

10. Intellectual demands

- Written and spoken communication, proof-reading and attention to detail
- Plan timelines to ensure deadlines are met
- Synthesise diverse information/points into coherent reports
- Understand complex governance structures and processes

11. Judgements

- Prioritise work and balance competing demands
- Understand when to consult with other staff or committee members
- Prepare agendas for meetings and know when to pass items from one committee to another
- Discretion and confidentiality

12. Use of resources

- Manage expense claims for accommodation and travel
- Usual office equipment

13. Communications

Internal (60%):

- Working with members of Management Meeting
- Communicating with staff on behalf of Management Meeting
- Act as conduit between staff and Management Meeting for appointments/meetings and other communication
- Liaising with staff over stationery and other office needs

External (40%):

- Dealing directly with committee members on administrative matters
- Referring enquiries from Friends to the most appropriate colleague/committee members
- Liaising with suppliers, such as stationery suppliers to manage orders.

14. Physical demands and coordination

- The post makes no unusual physical demands.

15. Working conditions

- Ability to prioritise a complex workload and work to deadlines
- Ability to maintain confidentiality



16. Other responsibilities

- To undertake duties and responsibilities commensurate with the post
- 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
- Responsible for ensuring that BYM's Health & Safety Policy is adhered to at all times
- Responsible for ensuring that BYM's commitment to sustainability is adhered to in all aspects of the role
- Responsible for ensuring that Britain Yearly Meeting's Staff handbook is adhered to at all times.



This is list of the attributes that a Coordinator for Senior Managers 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.

17. Essential knowledge

- Knowledge of and sympathy with Quaker values

18. Essential experience

- Secretarial and administrative experience

19. Essential skills

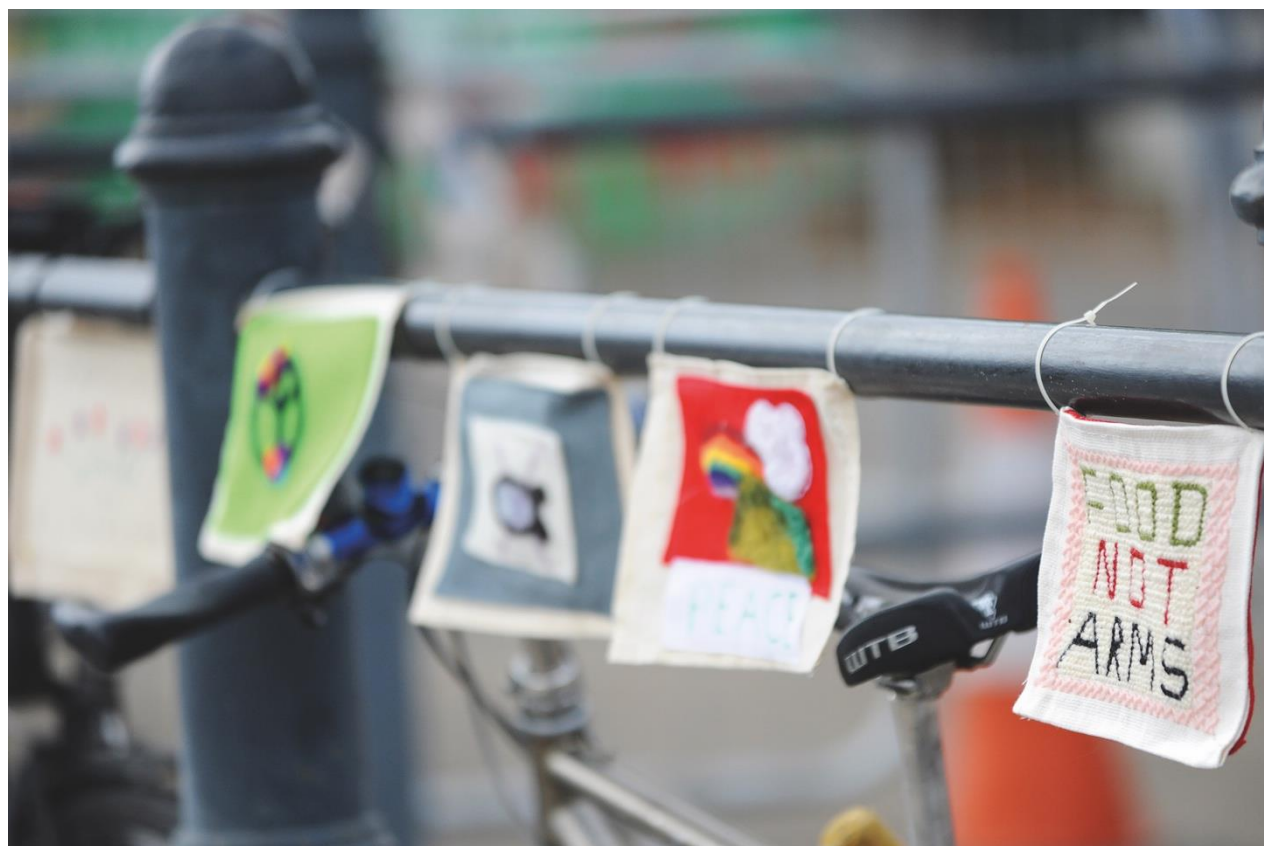
- Good secretarial and administration skills
- Excellent written and spoken English language skills
- Excellent IT skills across Microsoft Office applications
- Time management skills including planning time and tasks to deadlines
- Problem-solving skills

20. Essential Abilities

- Ability to organise own workload and the work of others
- Ability to prioritise tasks and manage competing demands
- Ability to develop and maintain positive relationships and to communicate effectively with people at all levels
- Ability to work flexibly and respond positively when priorities and deadlines change
- Attention to detail
- Ability to reflect and improve on own ways of working and to be open to feedback
- Tact, diplomacy and the ability to make autonomous decisions and to know when to ask for help

21. Desirables

- Experience of supporting committees or board-level meetings.
- Experience of taking minutes at board-level (or equivalent) meetings
- Financial experience
- Database and advanced IT skills
- Basic project management skills
- Understanding of Quaker governance procedures and processes





22. Salary

£40,261 – Inclusive of London weighting

23. Location

The role is based in Friends House, London to manage post and other office administration.

24. Hours of work

35 hours per week.

25. Flexible working options

Some flexible working may be considered.

26. Holiday

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

27. Subsidised café

We have an on-site café which provides subsidised meals as well as a bookshop selling ethically sourced goods.

28. 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.

29. 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.

30. Sabbatical scheme

Staff are able to take a nine-month unpaid sabbatical leave after five years' continuous service.



31. 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.

32. 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.

33. 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.

34. Employee Assistance

Quakers offers access to an independent, confidential employee assistance programme, which is available 24 hours a day.

35. 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.



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.



How to apply



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

The closing date for applications is:

8am on 14th August 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 22nd August 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.