

Quakers in
Britain



Application Pack

People Advisor, Quiet Company (HR Business Partner)



Friends House, 173 Euston Road, London NW1 2BJ | T: 020 7663 1000 | E: enquiries@quaker.org.uk
www.quaker.org.uk | Registered charity number 1127633

Photo by Victor Grabarczyk on Unsplash

Introduction



Patrick Goh
Head of People Team

The Quiet Company is a Quakers in Britain (QiB) enterprise set up to run our ethical and eco-sustainable hospitality and facilities services in London and Cumbria.

After lockdown, we have been on a mission to ‘build back better’ and have won several awards in the process. To build on this, we seek an experienced People practitioner to help co-create an even better workplace culture based on our inclusive and values-based business approach.

To help with this endeavour, we are looking for a People Advisor to join us in this exciting phase of our organisational life. The role reports to the Head of the People Team but is embedded in the Quiet Company (Friends House, London) and is the business partner to the company’s CEO.

We hope the information in this pack will be of interest to you. Quakers are inspired by faith to work for a just, peaceful, and sustainable world. Our diverse staff share these values and support that work as we seek to make a difference.

If this interests you, we invite you to look at the rest of this document. There is no occupational requirement to be a Quaker. However, we are looking for people who sympathise with our values.

If successful, you will join a small, busy, fast-paced team with a highly supportive, team-oriented group of people.

Warm wishes

Dr Patrick Goh FCIPD
Head of People Team

If you would like to arrange an informal conversation about this post, please contact Patrick Goh at PatrickG@quaker.org.uk

About us



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 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 Trustee's 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 as best they can. This leads many Quakers to work for a better world.

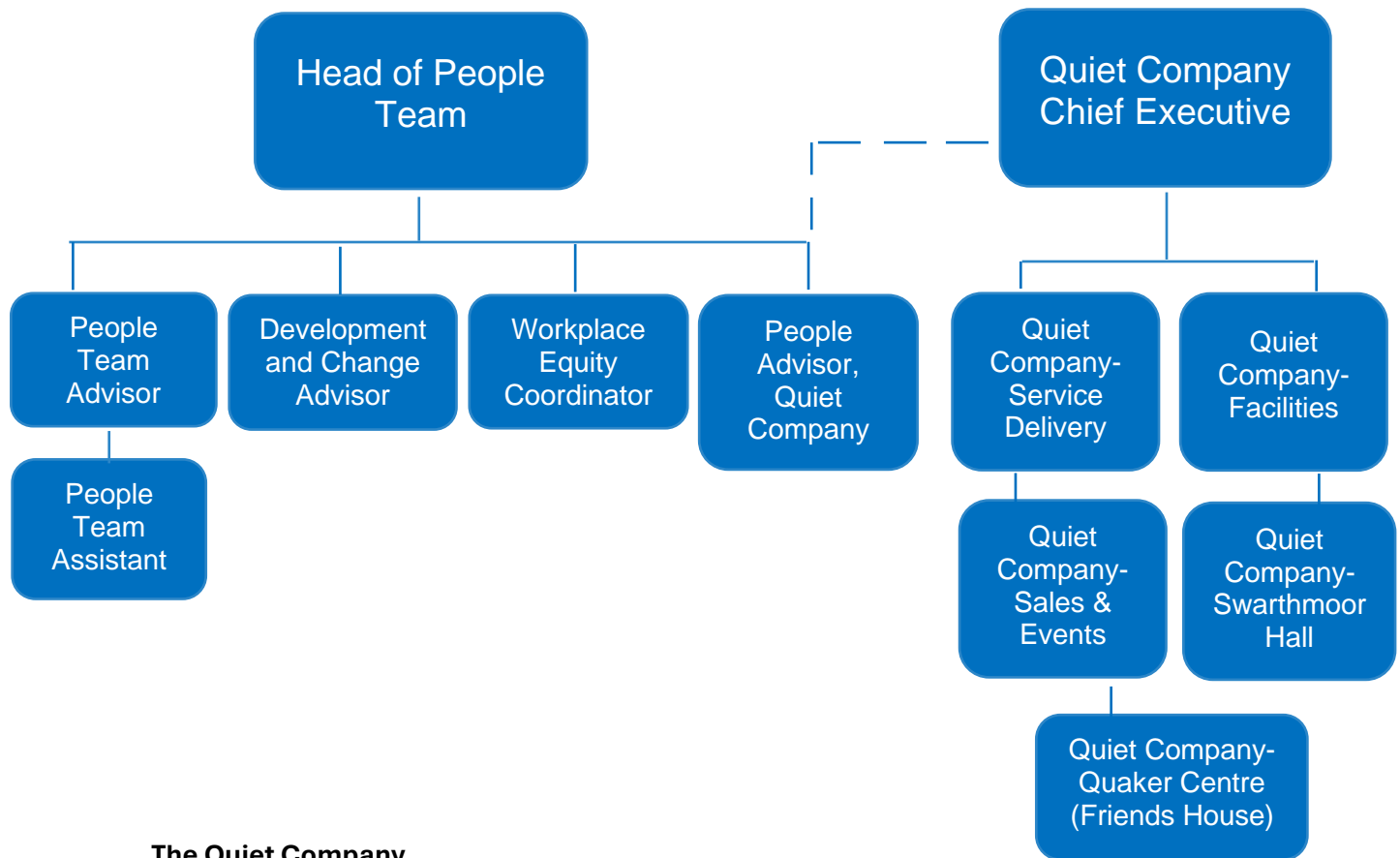
Values that are important to us include truth and integrity; simplicity; equality; peace; and sustainability.

You do not need to be a Quaker to worship 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.

Organisation chart



The Quiet Company

We want to be a beacon of sustainability in the hospitality industry while raising income for Britain Yearly Meeting, the charity for Quakers in Britain.

QC comprises approximately 63 staff members who work in various roles, including service delivery for our room-hire business, development managers, café and kitchen staff, reception and bookshop teams, housekeeping, AV, and maintenance technicians. Look us up on <https://quietcompany.co.uk>

It is a lively, multi-cultural team based in London and Cumbria. The work is mainly office-based, with some remote working.

About this post



1. Job purpose

This role provides dedicated People/HR support to Quiet Company, a trading company that forms part of Quaker's in Britain (QiB). The Quiet Company generates funds to support BYM's important work.

The People Advisor will provide full personnel service to the Quiet Company and be responsible for special projects.

The role will build relationships and support the Quiet Company team at all levels.

2. Key accountabilities and main tasks

- co-work with the Head of People Team and the CEO of Quiet Company (QC) to ensure the Strategic alignment of People practices with business goals
- advisor to QC CEO and senior managers to ensure that people and culture development issues support QC business objectives
- work with QC CEO to collate, analyse and interpret People metrics to inform decision-making and strategic planning
- work with the Head of People Team and QC CEO to engender organisational development and change
- work with the Head of the People Team and Development and Change (L&D) Advisor to upskill managers
- work with the QC CEO, Head of the People Team and L&D to explore and implement an Apprenticeship Scheme
- take on work relating to restructuring
- work with Development & Change Advisor and QC senior managers to

facilitate talent needs and develop workforce planning strategies

- advise QC CEO, on succession planning of QC senior staff
- collaborate with People Team colleagues to ensure that ethos and practice are consistent across QiB
- review and ensure QC-specific policies to ensure that our People policies and practices align with the overall business strategy and goals
- coordinate QC-Union meetings

3. Other Responsibilities

- Ensuring that BYM's Safeguarding Policy is adhered to in all aspects of the role
- A commitment to championing equity, diversity and inclusion in our workplace community

Safeguarding Requirements

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

For full details please refer to the
Job description



Person specification

ESSENTIAL KNOWLEDGE

- working knowledge of Employee Relations issues and Employment Law
- knowledge of organisational development, change management, and talent management
- apply People/HR knowledge to a values-based context
- A good understanding of equity, diversity and inclusion in the workplace

DESIRABLES

- experience working for a business within a Charity with ethical people and eco-sustainability values
- experience in a hospitality environment
- experience in using People/HR database

ESSENTIAL QUALIFICATIONS

'A' level, Degree or equivalent in a people-related field

Level 5 CIPD

ESSENTIAL EXPERIENCE

Minimum of two years of experience as a People/HR practitioner.

ESSENTIAL SKILLS

- demonstrate business acumen and understand the relationship between the QC's strategic goals, business needs, and People policies
- able to influence and build relationships with senior leaders
- advanced problem-solving and analytical skills
- knowledge of Microsoft and Teams eco-system
- able to work on their own and be able to include staff at all levels of the organisation

Salary & benefits



Salary

£48,054 per annum depending on experience

Location

Based in Friends House, London (NW1).
London-based staff can work at home some of the time by agreement.

Hours of work

35 hours per week, 5-days per week (2-3 days per week in Friends House).

Flexible working options

While the role is London-office based, we are open to discussions about flexible working patterns such as working from home or 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% 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. All staff with more than 26 weeks service will receive 16 weeks full pay, followed by 18 weeks half pay and 5 weeks SMP consecutively. 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



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

The closing date for applications is:

8am, Monday 13 January 2024

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.

We will consider your application immediately after the closing date and will get in touch with you as soon as possible.

Interviews will be conducted **online on Monday 20 January, and in-person on Monday 27 January (at Friends House)**.

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.

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. A candidate's sex, sexual orientation, age, race, religion, belief, ethnicity, nationality, disability, marital status or class will not be a barrier to working for Quakers in Britain. BYM is a Quaker organisation and 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

