



# Application Pack

## Media Officer







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# Introduction



**David Loxton, Head of Communications and Fundraising at Quakers in Britain**

## **This is an exciting time to join the Quakers in Britain Communications Team.**

Our role is to make sure that Quakers are seen, heard and understood. Over the last year we have developed an ambitious new communications strategy to develop our communications to a more effective level.

We deliver communications through a mixture of 'hands-on' production and supporting colleagues in other teams to be more effective communicators themselves. Together, we aim to:

- bring Quaker values to the world
- show that Quakers are active and relevant
- increase the number of Quakers
- help Quaker communities to thrive
- engage Quakers in our national work
- secure the funding we need.

The Media Officer has a vital role, working with colleagues to develop stories for our different audiences. They take the lead on working with print and broadcast media, and support colleagues on social media channels.

We hope the information in this pack will fire your interest. Quakers are inspired by their faith to work for a just, peaceful and sustainable world. We seek to fill the gaps, to work where help is most needed, alone or with others – wherever we will have the greatest impact.

In this application pack you will find background information about the Quakers, salary and benefits of working for us, along with the job description and person specification for the post.

Thank you for your interest, and we look forward to seeing your application.

Kind regards,

David Loxton  
Head of Communications and Fundraising



Make peace  
a way of  
LIFE

POWER from renewables



not rifles



NO



WAR

IMAGINE  
A WAR FREE  
WORLD

QUAKERS  
FOR PEACE  
& AGAINST THE  
ARMS TRADE

Love

# 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/intro-quakers](http://www.quaker.org.uk/intro-quakers).

## About Quakers in Britain

Quakers in Britain is the national umbrella organisation for Quaker meetings in Britain. We provide events and support services to nearly 500 local Quaker meetings across Britain, carry out peace, sustainability and social justice work on their behalf, and work to raise public awareness of Quakerism.

All Quakers in Britain are invited to come together at Yearly Meeting. This annual gathering explores, through worship, issues of concern to British Quakers and guides the work of the national charity.

We are a registered charity with an annual turnover of around £12m. Responsibility for the charity lies with our fifteen trustees, appointed from among the Quaker community. We are based at Friends House (opposite Euston station in central London), which houses our central offices accommodating 150 staff.

You can download our Trustees' Annual Report & Financial Statements at [www.quaker.org.uk/annualreport](http://www.quaker.org.uk/annualreport).

The work of Quakers in Britain is carried out by the following departments:

- Quaker Life supports Quaker meetings 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, sustainability and social justice, through campaigning, training, placements, community empowerment and by supporting Quakers in local activity.
- Quaker Communications & Fundraising raises 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, including our ethical investment portfolio and properties.

Our wholly-owned trading subsidiary, Quiet Company, operates Friends House as a major conference venue and runs the building facilities. The company also runs Swarthmoor Hall, a historic house with accommodation in Ulverston, Cumbria ([www.swarthmoorhall.co.uk](http://www.swarthmoorhall.co.uk)).

You can read more about the governance structures of the Quaker organisation in Britain at [www.quaker.org.uk/structure](http://www.quaker.org.uk/structure).

# Our values



## Our values

How we act as Quakers goes together with what we believe.

Quakers don't have a fixed creed because we have found that the search for truth can lead us to new expressions of values as well as confirming existing ones. We call these values 'testimonies'. Today we focus on equality, peace, truth, justice and simplicity, and how they relate to one another.

Our testimonies encourage us to work for a more just, peaceful and sustainable world. It's not always easy to live this way, but as Quakers we encourage each other to keep trying.

## Equality and justice

Quakers believe everyone is equal. This inspires us to try to change the systems that cause injustice and stop us being genuine communities. It also means working with people who suffer injustice, such as prisoners of conscience and asylum seekers. We were campaigning for independent juries in the 17th century, for marriage equality in the 21st, and for a range of things in between.

## Peace

Quakers are perhaps best known for our peace testimony. It comes from our belief that love is at the centre of existence and that all human life is of equal worth. It has led Quakers to refuse military service and work creatively for peace. This has ranged from practical work in areas affected by violent conflict to developing alternatives to violence at all levels. This could be personal or international.

## Truth and integrity

Quakers try to live according to the deepest truth we know, and we connect most deeply to this in the stillness of worship. This means speaking the truth at all times, including to people in positions of power. As we are guided by integrity, so we expect to see it in public life.

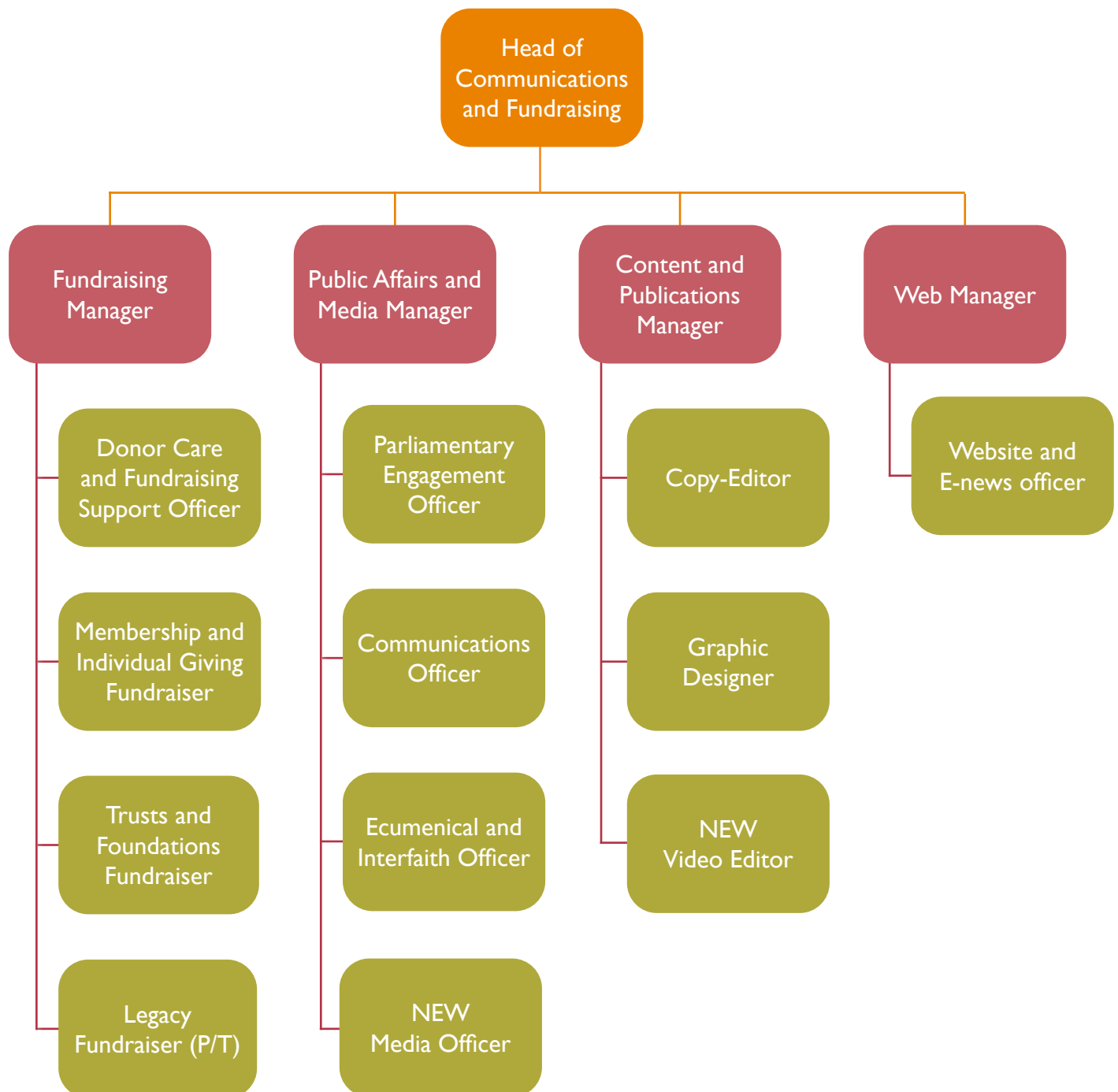
## Simplicity and sustainability

Quakers are concerned about excess and waste in our society. We want to make sure our use of natural resources is sustainable. We try to live simply and to find space for the things that really matter: the people around us, the natural world, and our experience of stillness.

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 at [www.quaker.org.uk/our-work/podcast](http://www.quaker.org.uk/our-work/podcast).



# Departmental structure



## About this post



### Job purpose

- To communicate with print and broadcast journalists on behalf of Quakers in Britain in order to maximise positive publicity and protect our corporate reputation.
- To work collaboratively with colleagues and Quakers to plan and deliver effective communications on topical issues.

### Key accountabilities and main tasks

- Build and maintain contacts with journalists covering relevant areas.
- Communicate Quakers in Britain messages in a timely manner, both proactively and reactively.
- Monitor current affairs to identify and act on opportunities to promote Quaker positions.
- Provide well-written and researched copy, including images, to maximise the likelihood of publication for print and digital formats.
- Work with the Public Affairs and Media Manager to advise colleagues and Quakers on media engagement and reputation management, including preparing them for media interviews.
- Support the Communications Officer with social media and other digital work when required.
- Work collaboratively with colleagues in the Communications Team and other departments to plan and implement effective communications.

### Intellectual demands

- Maintain a strong grasp of current affairs; Quaker faith, practice, history and tradition; able to become well versed on issues within a short timeframe.
- Excellent written, editing and proofreading skills; a concise and lively written style; able to provide publication-ready materials and research supporting images at short notice.
- Liaise with programme managers, members of the Society and others, elicit interesting stories for publication, and able to gain the trust of vulnerable interviewees to publish their stories while maintaining anonymity.

### Judgements

- Monitor current affairs and work with the Public Affairs and Media Manager and other members of the communications team to advise senior colleagues on whether and how a public statement should be made.
- Work with the Public Affairs and Media Manager to assess who should speak on behalf of Quakers in Britain on a particular issue.
- Support hospitality colleagues by researching potential Friends House customers in order to prevent or reduce reputational risk.
- Support Quakers and Quaker meetings with media engagement and reputation management.
- Ensure that confidentiality is maintained when handling sensitive personal data in relation to managing reputational risk.

### Communications

#### Internal: 50%

- Extensive liaison with colleagues at all levels of Quakers in Britain; researching, fact-checking, advising, and briefing.

#### External: 50%

- Liaison with Quakers and Quaker meetings; media officers in other faith bodies and charities; journalists, producers and researchers.

### Working conditions and emotional demands

- Delivering media communications can involve working flexibly and outside normal hours to respond to external media activity. There can be periods of increased pressure when dealing with difficult and time-consuming subjects. Media colleagues need to liaise with each other to provide support. Time off in lieu is agreed to cover additional working and is given on an hour-by-hour basis.



## About this post



### Other responsibilities

- Responsible for ensuring that the Quakers in Britain Safeguarding Policy is adhered to in all aspects of the role.
- Responsible for ensuring that the Quakers in Britain Equal Opportunities Policy is adhered to in all aspects of the role.
- Responsible for ensuring that the Quakers in Britain Health & Safety Policy is adhered to at all times.
- Responsible for ensuring that the Quakers in Britain commitment to sustainability is adhered to in all aspects of the role.
- Responsible for ensuring that the Quakers in Britain Staff Handbook is adhered to at all times.
- To undertake duties and responsibilities commensurate with the post.

# Person specification



## Essential qualifications

- Educated to degree level or equivalent experience.

## Essential knowledge

- Knowledge of and sympathy with Quaker values.
- Understanding of how print and broadcast media work.

## Essential experience

- Experience of planning and delivering effective media work to promote organisational objectives.
- Experience of building and maintaining effective relationships with media professionals.

## Essential skills

- Excellent written and oral communication skills in English; ability to write concisely and accurately; excellent editing and proofreading skills.

- Ability to provide a professional service to journalists, including the provision of research, written information, images, and further contacts.
- Ability to discern how a story might develop, to consider reputational risks, and to work with colleagues to decide how to respond.
- Excellent organisational skills, with the ability to manage competing priorities and perform effectively under pressure.
- Excellent teamwork skills, with the ability to develop good working relationships across Quakers in Britain and to collaborate with colleagues to deliver effective communications.

## Desirables

- Experience of managing corporate social media accounts.
- Knowledge of one or more current Quakers in Britain campaign issues.



# Working for Quakers in Britain



We are a national charity employing around 150 people. Our purpose is to work with and on behalf of all Quakers in Britain.

## About our organisation

Quakers is the name often 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 around 21,000 Quakers. We have nearly 500 local Quaker meetings, grouped into 72 'area meeting' charities. All these charities are affiliated to Quakers in Britain.

Quakers in Britain is a charity, formally known as 'Britain Yearly Meeting of the Religious Society of Friends (Quakers)'. 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 avoid unjustifiable and unlawful discrimination in our employment practices
- We 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.

## About Quakers

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:

- at [www.quaker.org.uk/find-out-more](http://www.quaker.org.uk/find-out-more)
- by reading *Advices and queries*, which is an introduction to Quaker beliefs, at <https://qfp.quaker.org.uk/chapter/1>.



# Salary and benefits



## Salary

£30,271 per annum – regional  
£35,610 per annum – London

## Contract

Full-time, permanent

## Hours of work

35 hours per week. There is some flexibility around daily start and finish times.

## Location

Based at our offices in Leeds (LS2) or London (NW1), or at home if you live outside London. London-based staff can work at home some of the time by agreement.

## Annual leave

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

## Sabbatical scheme

Staff can take a nine-month period of unpaid sabbatical leave after five years' continuous service.

## Subsidised café and restaurant

Friends House has a café that provides subsidised meals and a bookshop selling ethically sourced goods.

## Cycle to work scheme

We offer a cycle to work scheme that 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 can provide a loan of up to £7,500 to cover the cost of a season ticket, repayable in 11 monthly instalments.

## Pension scheme

Quakers in Britain has 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 to, 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 3 weeks at half pay.
- After 1 year's service, you are entitled to full sick pay for 3 months followed by 3 months at half pay, subject to a maximum of 6 months since the start of your service.
- After 4 years' service, you are entitled to full sick pay for 6 months followed by 6 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 for sick pay, subject to the requirements of the scheme.

## Employee assistance programme

We offer 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. Once you have 1 year's service by the 15th week before your baby is born or you adopt, you will be entitled to 6 weeks at full pay, 20 weeks at half pay and 13 weeks at SMP.

## How to apply



To apply for this role, visit **[www.quaker.org.uk/jobs](http://www.quaker.org.uk/jobs)**.

If you have any questions or would like to have an informal conversation about the role, please contact Grace Da Costa, Public Affairs and Media Manager, at [GraceD@quaker.org.uk](mailto:GraceD@quaker.org.uk).

The closing date for applications is **10am on 24 January 2022**.

Shortlisted candidates will be notified on **26 January 2022**.

Interviews will be conducted by David Loxton, Head of Communications and Fundraising, and Grace Da Costa, Public Affairs and Media Manager, on **2 February 2022**.

The principles of equality and diversity are important to Quakers in Britain in all aspects of its work. The information you provide will help us to monitor and refine our employment practices and respond to the needs of the diverse range of people we come into contact with.



Apply online at [www.quaker.org.uk/jobs](http://www.quaker.org.uk/jobs)

