# Application Pack

## Quaker Housing Trust: charity secretary and grants manager



## Introduction

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Quaker Housing Trust is an independent charity and company limited by guarantee, ‘owned’ by Britain Yearly Meeting – the central body for the Religious Society of Friends (Quakers) in Britain. The charity secretary and grants manager is the sole dedicated staff member supporting the Trust and will need to work independently, though with support available from the line manager and Trustees. The post sits within the department of Quaker Peace & Social Witness (QPSW) and is part of a wider staff team working on a range of peace and justice issues. For more information on the work of QPSW see [Our work | Quakers in Britain](https://www.quaker.org.uk/our-work)

**About Quaker Housing Trust**

Quaker Housing Trust was set up in 1967 as a practical response to the long-standing Quaker concern about housing need in Britain. The Trust works across England, Scotland, Wales, the Channel Islands and the Isle of Man and is a national channel through which Quakers can put money into social housing projects. QHT provides advice, support, loans and grants to small charitable organisations; helping them to provide safe, decent and affordable homes. This can transform the lives of people who would otherwise be badly housed or homeless.

QHT interest-free loans and grants for capital costs help projects start up, develop, grow and keep going during difficult times. QHT also supports Quakers to consider how Quaker property could be used as social housing.

QHT income is mostly from individual Quakers and their Quaker meetings, and repayment of the interest free loans to housing projects.

The Quaker concern for housing is not just about houses: it is about people and lives, and having a safe, secure and appropriate place to live. It recognises that housing – a home– is a vital element of an inclusive and compassionate society.

Housing is also about the wider issues of peace, justice, right use of resources and care for one another. In the context of housing and its place in society, we also express Quakers’ concerns about the environment, and ethical use of both money and property.

QHT is governed by its own Board of Trustees (as distinct to Quakers in Britain Trustees, described below). The Board of Trustees comprises 12 Quakers from across Britain, from a variety of backgrounds, and includes those of working age and retired people. Trustees are appointed by Britain Yearly Meeting and serve for a 3-year term, although most go on to serve a second term of office. The trustees are deeply engaged with the work of the Trust.

More information about the work of QHT and some of the projects it has helped to fund can be found at: [Quaker Housing Trust | Our work (qht.org.uk)](https://www.qht.org.uk/our-work)

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

### 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 Britain Yearly Meeting (also known as Quakers in Britain)

Although Quaker Housing Trust is its own charity, it is ‘owned’ by or hosted by the larger charity of Britain Yearly Meeting. This 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 & social justice work on their behalf, and work to raise public awareness of Quakerism.

All Quakers in Britain are invited to come together at an annual gathering which meets to explore, through worship, issues of concern to British Quakers, and to guide the work of the national charity.

We have offices in London and Leeds, and many of our staff also work from home.

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

The work of Britain Yearly Meeting is carried out through five departments:

* Quaker Life supports Quaker communities in their life and worship, oversees Quaker outreach, provides training, and organises events for children & 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 Communication & Services 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, including our ethical investment portfolio and properties.

Our wholly-owned trading subsidiary, Quiet Company, operates our venue in London (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 here [www.quaker.org.uk/structure](http://www.quaker.org.uk/structur#e).

## About us

### Our Values

## Our values

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

Quakers don’t have a fixed creed, but we do try to live out our shared values. We call these values ‘testimonies’. Today we focus on equality, peace, truth, justice, sustainability and simplicity, and how they relate to one another.

Our testimonies encourage us to work for a more just, peaceful and sustainable world.

#### Equality and justice

Quakers believe everyone is equal. This inspires us to try to change the systems that cause injustice. 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: [www.quaker.org.uk/our-work/podcast](http://www.quaker.org.uk/our-work/podcast).

Britain Yearly Meeting (BYM) is a national charity employing around 200 people. Its purpose is to work for, with and on behalf of Quakers in Britain.

## Working for Britain Yearly Meeting

### 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 about 20,000 Quakers. We have 500 local Quaker Meetings, grouped into 72 ‘area meeting’ charities. All these charities are affiliated to Britain Yearly Meeting (BYM).

Britain Yearly Meeting (BYM) 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 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.

### 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](http://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](http://www.quaker.org.uk/more-information).

### Job purpose

## Job description

To manage and promote the work of Quaker Housing Trust: providing support to the Council of Management (Trustees) in the stewardship of its charitable funds and supporting trustees so the charitable company fulfils its role effectively, efficiently and legally.

### Key accountabilities and main tasks

**Administration and management of QHT**

* Advise, guide and work alongside the clerks, trustees and treasurer of Quaker Housing Trust to enable the Council of Management to carry out its legal obligations as a charity and a company, and as a committee of Britain Yearly Meeting (the central charity of Quakers in Britain).
* Maintain the legal, financial and operational records required by both the trust’s regulators and trustees, including safe receipt, recording and acknowledgement of income and records of payments.
* Ensure that (i) regular and accurate financial reports and accounts are produced by the assistant treasurer and (ii) trustee and applicant organisation information is held in ways compliant with General Data Protection Regulations.
* Keep abreast of external developments in the regulatory framework for charitable companies and loan and grant-making bodies.
* Organise and administer the meetings of the Council of Management including the preparation of the agenda and draft minutes and other papers as required.
* Ensure that the decisions of Council of Management are implemented.
* Advise enquirers and potential applicants for loans and grants, testing these approaches against the criteria for eligibility as decided by Council of Management and sending application packs only to those projects who appear to fit them.
* Process applications and send all relevant papers to trustees in good time for Council of Management meetings.
* Administer and monitor loans and grants made by QHT, helping the Council of Management ensure that repayments are made to the agreed terms & conditions and the funding is spent for the purpose given.

**Fundraising and communications**

* Work with Trustees to develop and implement a fundraising strategy to support the grants programme.
* Widely promote QHT and its grants to Quakers in Britain and potential applicant projects
* Oversee the work done for QHT by freelance consultants (assistant treasurer, graphic designer and web designer).
* Liaise with the web designer to maintain and update the QHT website
* Maintain QHT’s social media presence, and undertake other communications to promote the Trust’s work.

**Support for Meetings**

The secretary is a source of information and advice to Quaker meetings on the work of the QHT and about the long-held Quaker concern for housing, and in that regard:

* Respond to approaches from meetings for advice and support,
* Arrange for Trustees to visit meetings (and attend other Quaker events) when requested, and
* Write articles or undertake other communications work to serve this need.

### Intellectual demands

The post requires:

* Analytical planning, prioritising and project management skills.

## Job description continued

* Ability to understand complex information, to summarise and present to a range of audiences.
* Ability to respond flexibly to changing circumstances.
* Attention to detail and accurate record keeping.
* An understanding of the duties of charity/company secretary, charitable trusteeship, and the legalities of loan and grant-making.

### Judgements

* The post is subject to requirements of charity and company law.
* The post holder needs also to help trustees comply with other legislation as applies to Quaker Housing Trust, such as financial regulations and data protection.
* The post holder must work within the ethos, ethics and Quaker practices of Yearly Meeting of the Religious Society of Friends (Quakers) in Britain and have regard to the reputational risk of both QHT and Britain Yearly Meeting.
* Diary planning and an ability work within both internally and externally applied time requirements is key.

### Use of resources

Includes management of Quaker Housing Trust’s annual operational budget of approx. £25,000

### Communication

The post requires an ability to liaise and communicate with a wide range of Quaker and non-Quaker individuals and organisations, in a wide variety of ways, including public speaking, report writing and writing for publications.

### Communication will mainly be with:

* Line manager and Quaker Peace and Social Witness team.
* Clerks, treasurer and trustees of QHT.
* Consultants used by QHT.
* Trustees and treasurers of Area Meetings and interested Quakers.
* Organisations providing social housing.
* Solicitors, auditors and bank staff
* Other Quaker and Quaker-linked bodies with whom QHT has a good working relationship (e.g. Quaker Social Action, Ethical Landlords Association).
* Other churches and voluntary bodies
* Members of the public.

### Physical demands and co-ordination

The role is primarily office-based with no unusual physical demands required of the post holder.

### Essential knowledge

* Knowledge of, and sympathy with, Quaker faith and values
* Knowledge of charity or company regulations and compliance
* Understanding of good practice in loan and grant making.

### Essential experience

* Managing grant and/or loan making processes or preparation of funding applications

## Person Specification

* Providing administrative support and reporting to a Board of Trustees or comparable group/structure
* Dealing with sensitive personal information
* Using a range of communications tools to promote a project, including using social media

### Essential skills

* The ability to plan a work programme with fixed deadlines and work under own initiative to meet them
* A high level of competence in written and spoken communication, including giving presentations
* Computer literacy – familiarity with standard office suite and ability to learn new skills quickly.
* The ability to monitor and research relevant external developments in the charity, grant making and housing sectors.
* The ability to manage complex relationships with a wide range of stakeholders.

### Desirables

* Understanding of Quaker processes and structures
* Understanding of housing and homelessness issues
* The ability to understand and transmit financial information

### Salary

## Salary & benefits

£24,357.50 (£48,715 pro rata) London

£20,704 (£41,408 pro rata) outside London

### Location

Based at our offices in Leeds (LS2) or London (NW1), or at home by agreement. Regular travel to London is required and reasonable travel and accommodation expenses will be paid for.

### Hours of work

**17.5 hours** per week, spread over 3-5 days.

### Flexible working

Our team’s core working days are Thursdays. Other than this, we can be flexible in how the hours are arranged.

The role holder will sometimes need to work flexible hours, including occasional weekends, and deal with cyclical fluctuations in the work pattern. Up to 8 weekends a year may be affected, for which Time off in Lieu will apply.

### Holiday

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

### Subsidised café

We have an on-site café 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 bike and spread the cost over monthly tax-free instalments.

### Annual Season Ticket Loan

We will provide a loan of up to £7,500 to

cover the cost of a season ticket, which is

repayable in 11 monthly instalments.

### Sabbatical scheme

Staff can apply for nine-months unpaid sabbatical leave after five years’ 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 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 max 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. Once you have 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.

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

The closing date for applications is:

**9am Monday 15 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 helps us to monitor and improve our employment practice.

**Interviews will be conducted on 30January 2024 and they will be online.**

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, we are sorry, but your application has not been successful on this occasion.

## How to apply