

Quakers in  
Britain



# Application Pack

## Young People's Administration & Projects Officer



# Introduction



**Catherine Waithaka**  
**Integration 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 word, and support the Quaker community.

We have a clear strategy to:

- support Quaker meetings and other groups to be diverse, to thrive and grow,
- work for a sustainable and peaceful world,
- simplify structures and practices in our local and national organisation.

The Integration Team supports Quakers to explore and develop emerging concerns, including becoming an inclusive diverse church. Our work with young people is central to this.

With the passion for them to experience a transformative faith that is integrated into the life of the community through worship, witness and governance.

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 of people share those values and support that work as we seek to increase our impact.

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

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

Regards,

**Catherine Waithaka**  
Integration Manager

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If you would like an informal chat about the role before applying please email [catw@quaker.org.uk](mailto:catw@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/intro-quakers](http://www.quaker.org.uk/intro-quakers).

## About Britain Yearly Meeting

Britain Yearly Meeting (BYM) 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 Yearly Meeting (the annual sessions of Britain Yearly Meeting), which meets to explore, through worship, the issues of concern to British Quakers, and to guide the work of the national charity.

We are a registered charity with an annual turnover of around £12m. Responsibility for the charity lies with the fifteen Trustees of Britain Yearly Meeting, appointed from among the Quaker community. We are based at Friends House (opposite Euston station in central London), which houses our central offices. There are about 150 staff in total working across different sites including a Leeds base, home and hybrid.

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 organizes 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 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/structure).

## 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 that 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

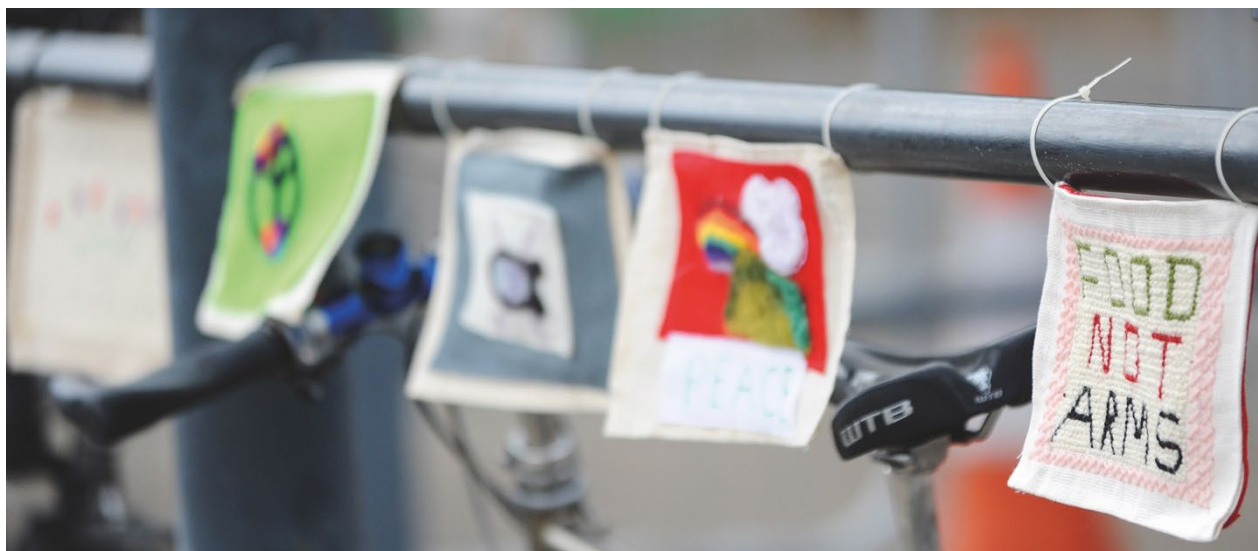
Quakers are perhaps best known for our peace testimony. It comes from our belief that love is at the centre of existence and that all human life is of equal worth. It has led Quakers to refuse military service and work creatively for peace. This has ranged from practical work in areas affected by violent 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: [www.quaker.org.uk/our-work/podcast](http://www.quaker.org.uk/our-work/podcast).

# Working for Britain Yearly Meeting



Britain Yearly Meeting is a national charity employing around 200 people. Its purpose is to work for, with and on behalf of 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 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://gfp.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).

# About the team



## Integration Team

The Integration Team is part of Quaker Church Affairs Department. The department enables Quakers in Britain, as a national community, to thrive. The objectives of the department are.

- Stewardship of the story of Quakers (in Britain), supporting a shared identity for our national community
- Enabling Quakers to gather and meet in inclusive, safe environments
- Supporting Quakers to explore and develop emerging concerns together, including becoming an inclusive and diverse church

- Supporting an effective, inclusive governance committee structure which is fit for the future
- Good governance of the national charity which supports the church.

Trustees have agreed strategic priorities for the next 5-10 years and integration in decision-making is important to ensuring we have good governance.

The team works closely with other parts of the department and wider organisation to deliver key events for Quakers of all ages.

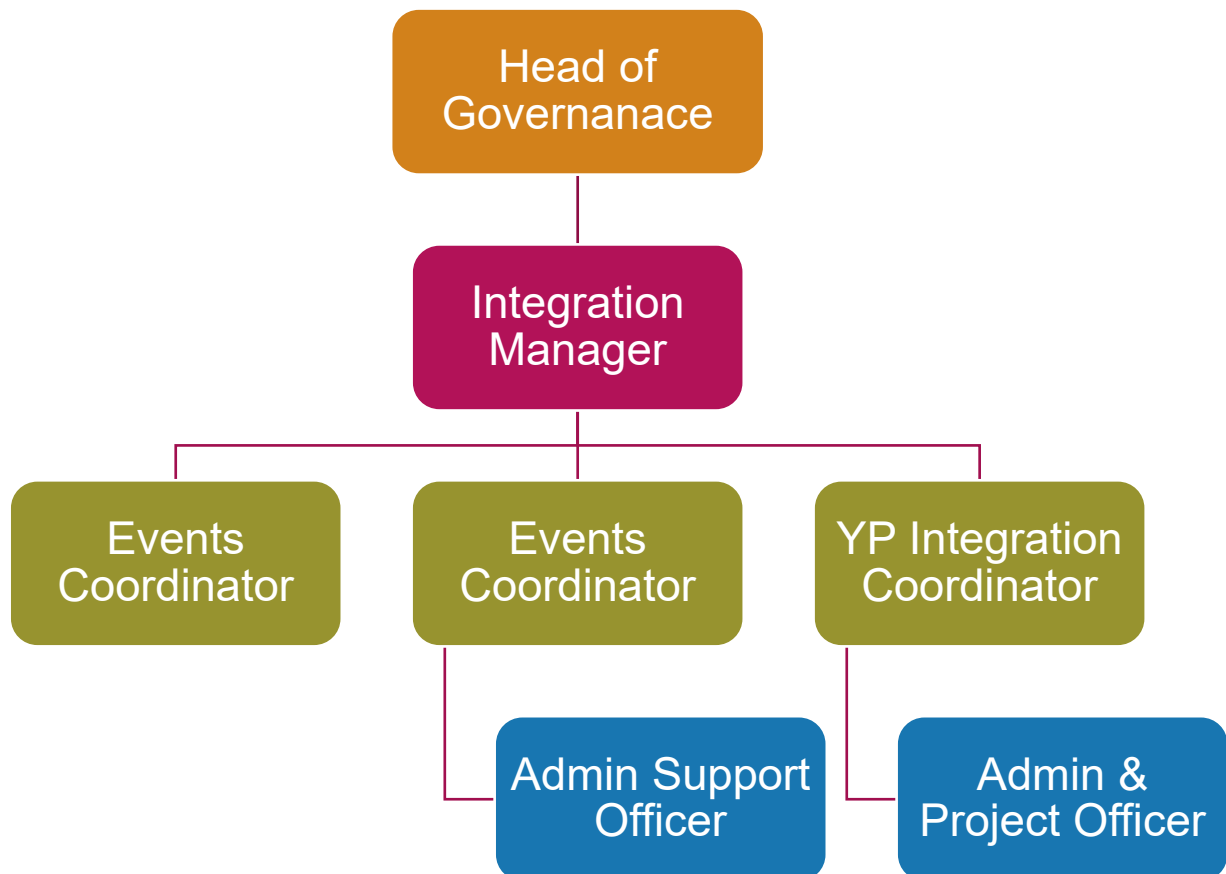
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## Our faith in the future

The work of the Integration Team is essential to delivering our organisation's strategy – Our faith in the future.



# Organisation chart





# About this post



## Job purpose

Young People's Administration and Project Officer works as part of the Integration Team in Quaker Church Affairs, to provide administrative support in relation to the planning, preparation and delivery of Children & Young People's programmes and events. To support project coordination, event organisation, planning and facilitation. Also, responsibility for facilitating some sessions at events for young people in a Quaker setting (approximately 10% of the role).

## 1. Key accountabilities and main tasks

Support the delivery of Children & Young People's (CYP) events as a part of Yearly Meeting, assisting with a range of tasks, for example in the planning and administration of events.

- Liaise with the staff members responsible for each CYP event, maintain an overview of the administration.
- Receive applications and other forms, set up and maintain effective systems for holding and managing information.
- Ensure those working with young people have the resources they need, including management of the resources store, and coordinating event resources. This includes producing lists and obtaining resources for events.

Maintain good office systems to manage the administrative needs of the CYP events, including:

- Maintain and manage paper and computer records and oversee archiving.
- Manage the volunteer information on our database.
- Ensuring that the CYP events' participant and volunteer records are kept up to date.
- Make bookings with venues and arrange transport.

Work to publicise, and to liaise, co-ordinate and respond to queries from Quakers, other agencies and the general public, including:

- Ensure promotional material, such as websites, social media and mailings for CYP events are effectively circulated.
- Communicate with a range of audiences by telephone, by email and often face to face, and take appropriate action in accordance with agreed process and policy.
- Work with the Young People's Integration Coordinator to develop the team's online presence and engagement with young Quakers.
- Be responsible for mailings to event participants and volunteers.

Support the Young People's Integration Coordinator with the event management, planning, organisation, delivery and coordination of:

- Junior Yearly Meeting (the annual event for 15–18-year-olds). Work with Junior Yearly Meeting (JYM) Arrangements Committee in the

planning, preparation and implementation of their programme.

- the Accompanying offer (for 15–18-year-olds to attend events aimed at adults).
- Facilitation and Leadership training course. Run in collaboration with Woodbrooke (for 16–21-year-olds)
- Supporting the British Youth Council Quaker youth representatives to fulfil their responsibilities

Work as part of the Integration team, and wider department

- Take responsibility for other aspects of the team's work, for example supporting the delivery of Yearly Meeting.
- Cover the work and responsibilities of the Events Administrator, in their absence.
- Support the aims and objectives of the wider department.

## Reporting

- Young People's Integration Coordinator





## 2. Intellectual demands

- Use of administrative operating systems is central to the work of this team, the post holder should have knowledge and expertise in this area.
- Work effectively with groups and communicate appropriately to a range of people.
- Under the supervision of the relevant staff member, be able to respond to and deal with pastoral needs, safeguarding issues, particular and additional needs.
- Ability to work alongside mixed aged volunteers under the guidance of the Young People's Integration Coordinator.

## 3. Judgements

- Work to maintain a high quality of work and be aware of how decisions made will impact on the wider work.
- Be self-directed within the framework of the teams' plan and the agreed work for the post.
- The post holder is expected to make operational decisions on a daily basis, working to maintain a high quality of work and being aware of how decisions made will impact on the wider work.
- Work within agreed policies relating to equalities, volunteer involvement, participation, safeguarding and event and activity management. This involves reference to policies and procedures, as well as using

personal knowledge and skills to inform decisions made and knowing when to liaise with the relevant staff member.

- Appropriate support and development of peer facilitators.

## 4. Use of resources

- Responsible for keeping and updating of volunteer files, both electronically and on paper.
- Oversight of administration systems used within the work.
- Event record keeping, undertaking archiving according to policy requirements.
- Use of BYM database to distribute resources and maintain participant records.
- The role will include access to both sensitive and confidential information, working within Britain Yearly meeting's (BYM) sensitive and confidential information data safety policies.

## 5. Communications

It is crucial in this post to communicate well, convey information and create the best possible impression with the recipients.

Internally (approx. 40%) to Quaker Life staff and across other departments. Externally (approx. 60%) to subscribers and service users – Event teams, Participants and their families, individual Quakers, either as independent contact or using mass mailing techniques such as email or merged letters.



## 6. Physical demands and coordination

- Long working days at panning weekends and attending events, with time off given in Lieu.
- The post will include the moving and handling of resources for events.
- Extensive use of VDU and high levels of concentration for complex tasks alongside office distractions.

## 7. Working conditions and emotional demands

The role may be hybrid-based, with a BYM hub and home being your regular places of work. The nature of the role requires long working days at residential events. The role also involves management of the CYP resources store at Friends House in London, which includes moving and handling equipment. To ensure the safety and welfare of young people, the postholder will need to manage regular weekend commitments (including regular travel) and evening youth groups (online). Excellent boundaries are essential to ensure a healthy work-life balance and appropriate relationships with young people.

### Required commitments.

The following non-negotiable commitments are associated with this role (with further dates to be confirmed on appointment):

- Online planning meeting, June, Sep, Oct (1 evening a week, total of 8)
- 15-17 September
- 14-16 October

- 3-4 Nov or 8-9 December
- 19 to 21 April
- 21 to 23 June
- 25 to 30 July

### Other responsibilities

To ensure that the following are adhered to in all aspects of the role:

- › BYM's Safeguarding Policy
- › BYM's Equal Opportunities Policy
- › BYM's Health & Safety Policy
- › BYM's commitment to sustainability
- › BYM's Staff Handbook
- › BYM's policies for Youth, Children and Families, including expectations for volunteers and staff.

To undertake duties and responsibilities commensurate with the post.

### Note

This job description and person specification is provided as a guide to the main duties and responsibilities of the post as is presently constituted.

In accordance with BYM's policies, it will be regularly reviewed with the postholder. The postholder is

required to work flexibly and, after consultation, to undertake such other duties as may be reasonably required, commensurate with the level of the post





This post is subject to an enhanced (regulated) criminal records disclosure with children's barred list through BYM's provider of criminal records checks.

The postholder should be available to attend the commitments outlined in the appendix of this job description and able to work flexible hours including some evenings and weekends.

The postholder must value young people's part in planning and delivering events for their peers, being committed to ways of working that support and promote their development.

## Essential knowledge

- Sympathy with Quaker values, practice, spirituality and ethos.
- An understanding of the approaches used to support and develop young people.

## Essential experience

- Experience of working with young people in this age group.
- Experience of working as a part of a team.
- Experience of renewing and maintaining office systems and processes.
- Experience of being customer focused.

## Essential skills

- Organised, with the ability to plan and prioritise effectively to observe deadlines and achieve results. Is conscientious and effective in meeting commitments.

- Good communications skills, is clear and effective both in spoken and written word.
- Good administrative skills, thorough and conscientious with the ability to produce high quality promotional material, reports and collect evaluation data.
- Listens to others, works to understand and respond appropriately to the messages given. Is able to accept and understand instructions.
- Able to build effective and healthy relationships, has healthy boundaries, with young people, colleagues and stakeholders and is able to get alongside young people.

## Desirables

- A willingness to develop an understanding of Quaker values, practice, spirituality and ethos.
- A willingness to be trained in specific areas such as Excel, Teams, Databases
- Experience of working with young people, especially in a non-formal setting. Able to facilitate groups, understands ways to support, develop and encourage participation.
- Experience of facilitating others, for example as a member of an event team.
- Experience in using social media platforms such as Instagram.



# Salary & benefits



## **Salary**

£ 30,916 – London

£ 26,280 – Regional

## **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. The role will be required to work in the London office at various times through the year.

## **Hours of work**

35 hours over 5 days.

## **Flexible working options**

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. 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.

# How to apply



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

The closing date for applications is:

**9am on Monday 15 May 2023.**

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 get in touch with you as soon as possible.

There will be two parts to the interview process:

**16 May 2023** – an online session with young people and Paul Tilley, our Young People's Integration Coordinator.

**22 May 2023** - Interviews will be conducted by Integration Manager, Young People's Integration Coordinator and Quaker Life Team Leader for Youth, Children & Families.

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.

