

Dear Applicant

Head of Witness and Worship

Thank you for your interest in the above post. The job information pack contains the following information:

- The job description and person specification
- Standard application form
- Background information
- Equality opportunities statement

If you would like to apply for the post, please download, complete and return the application form. You must ensure that you address all the criteria set out in the person specification for the post.

The personal information that you have supplied will only be used for recruitment and selection purposes. You should refer to the Privacy Notice on our website, which sets out how BYM will deal with the personal and sensitive data you have provided in your application form and supporting information.

We would be grateful if you could also complete the Equality and Diversity Monitoring Form. 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 practice and respond to the needs of the diverse range of people that our organisation comes in to contact with. The personal data provided will be kept securely by HR and will not be shared with any member of the selection panel.

Please ensure that we receive your completed application in our office by the closing date. We do not accept CVs as an application for posts, but you can attach your CV to the application form if you wish. You should email your completed application to quakeremploy@quaker.org.uk. The **closing date** for receipt of application forms is **Thursday 1 November 2018 (5pm)**. **Interviews** will be held **week beginning 12 November 2018**.

Due to the high volume of applications we receive, we do not send individual acknowledgement of applications. We will only contact candidates who have been shortlisted for an interview. If you do not hear from us within two to three weeks of the closing date, your application has not been successful on this occasion. Your application form and supporting details will be kept as legally required for six months in case of a dispute, and thereafter will be destroyed.

Thank you for your interest in the post, we look forward to receiving your application.

Job Description

JOB TITLE:	Head of Witness & Worship
REPORTING TO:	Recording Clerk
LINE MANAGES:	Contributes to the line management of operational managers in areas of work related to the objectives of this post. Currently these are: Head of Library & Archives Head of Children & Young People's Team Head of Internal Communications & Fundraising Head of Social Justice Programmes
DEPARTMENT:	Management Meeting
DATE:	October 2018

Job Purpose

The Head of Witness and Worship provides leadership to, and is accountable for, BYM's work with and for Friends and meetings. The postholder is responsible for delivering a coherent programme of work which both strengthens the Quaker worshipping community and lives out Quaker testimony in the world.

The postholder acts as Secretary to Quaker Peace & Social Witness and Quaker Life Central Committees which decide priorities and oversee the work.

As a member of Management Meeting (see Quaker faith & practice 8.21), the postholder shares collective responsibility for the strategic and operational management of the centrally managed work of BYM, including delivery of the Trustees' strategic priorities and contributing to the budgeting and planning process for the whole organisation.

The postholder is a member of Meeting for Sufferings (the standing representative council of Quakers in Britain) ex officio.

1. Key accountabilities and main tasks

Strategic responsibilities

Working with a range of governance bodies, the postholder holds overall strategic responsibility for the following areas of BYM's centrally managed work:

- Support for Quaker communities to thrive, grow and become more inclusive
- Advocacy, campaigning & movement-building to promote Quaker priorities
- Sustainability and peace, nationally and internationally

Leadership of BYM's Witness & Worship programmes

- Ensure that the life of Quaker meetings is supported efficiently and effectively through appropriate BYM strategies and programmes;
- Working alongside relevant groups, committees and partners, ensure that BYM nurtures the spiritual life of meetings and Friends through the implementation of appropriate strategies and programmes.
- In line with policy and priorities agreed by Meeting for Sufferings, BYM Trustees and the Central Committees of Quaker Life and Quaker Peace & Social Witness:
 - ensure that BYM provides Friends and meetings with appropriate and effective support to live out Quaker testimony in the world.
 - ensure that BYM carries out efficient and effective work on behalf of Quakers in Britain, including practical support for meetings, outreach and a programme of policy, advocacy and direct work on a range of peace, social justice and sustainability concerns.
 - ensure that BYM speaks out appropriately on behalf of Friends on a range of issues.

Governance and reporting

- Serve as secretary to the Central Committees, ensuring that their work is carried out. Ensure that these bodies (including their clerks, and any working groups and subcommittees) are supported, receive appropriate advice, and that their meetings are appropriately serviced. Ensure that these committees communicate effectively with other governance bodies of BYM.
- Ensure that progress towards strategic aims is monitored and that appropriate impact data is collected, analysed and regularly shared with colleagues, and reported on to committees and trustees as required.
- Maintain an overview of delivery risks and appropriate mitigations.

Organisational Management and Planning

- Serve as a member of Management Meeting, which is collectively responsible to trustees for overseeing the strategy, operational plan, budget and policies of the centrally-managed work of Quakers in Britain within the discerned priorities of Meeting for Sufferings and the Central Committees.
- Together with other Management Meeting colleagues, develop long-range plans for BYM, aiming to sustain it as a church and charity.
- Oversee the establishment of inter-departmental projects as needed, taking the lead in some working groups/clusters and both attending and contributing to general staff meetings.

Management of staff and work

- Help BYM realise its aspiration to be an exemplary employer, including by upholding the BYM Managers' Commitment and the values of the organisation.
- Provide effective leadership, support, direction, management and development of BYM staff and their work.
- Oversee and support operational managers in the joint leadership of their departments.

- Ensure BYM staff collaborate with each other and with partner organisations, in order to deliver work programmes effectively and efficiently.
- Ensure that implementation plans are in place for the work of staff as discerned by the relevant governance committees.
- Alongside Management Meeting colleagues, provide the line management of all members of Operational Managers Team.
- Ensure the maintenance and evaluation of programmes with agreed budgets and timescales.
- Alongside other Management Meeting colleagues, deputise for the Recording Clerk as required, including in the maintenance of relationships with Quaker and other partner organisations.

Communications

- Serve as a channel of two-way communication between Friends and meetings and the centrally managed work.
- Alongside the Recording Clerk, take responsibility for issuing public statements on behalf of Quakers in Britain.

2. Intellectual Demands

- To maintain an in-depth knowledge and understanding of the Quaker business method and central decision-making structures.
- Keep abreast of professional and other developments in the voluntary/non-governmental sector relevant to the work of the Yearly Meeting and interpret them to those concerned
- Maintain a high-level understanding of the issues underlying each of the areas of strategic responsibility.
- Keep in touch with developments in the Quaker community.
- Apply Quaker values and experience to all areas of the work, including advising as new issues arise, and ensuring the work matches the requirements of Quakers in Britain as expressed through minutes of Meeting for Sufferings, Yearly Meeting, BYM Trustees, Central Committees and Quaker faith & practice.

3. Judgements

- Deciding on appropriate reference to governance bodies; ensuring that they have access to clear and accurate information and advice to enable effective decision-making
- Contribute to the development of effective leadership and management across the organisation.

4. Use of Resources

- As a member of Management Meeting, shared responsibility for the whole-organisation staff-management, budget and operational-planning processes

5. Communications

Internal (50%):

- Conduct meetings and staff briefings as required
- Produce papers and documentation for Management Meeting

- Liaise with HR and Finance about staffing and financial matters
- Brief the Recording Clerk on matters relevant to Witness and Worship and wider strategic issues
- To provide advice and support to colleagues across the organisation on relevant topics.

External (50%):

- Represent the organisation and provide a principal point of contact on a range of issues with Quaker and other agencies at home and abroad.
- Communicate the work of BYM to Quaker meetings and other forums
- Serve ex officio on the Quaker United Nations Committee (Geneva).
- Attend meetings of BYM Trustees, Meeting for Sufferings and Yearly Meeting
- Attend Quaker Peace & Social Witness Central Committee and Quaker Life Central Committee as secretary
- Attend other committee and governance meetings as required
- Speaking engagements and media/advocacy on the work of BYM

6. Physical Demands & Co-ordination

- The post makes no unusual physical demands.

7. Working Conditions and Emotional Demands

- Considerable weekend working (up to 25 weekends per year)
- National and international travel (mainly within Europe)
- Difficult conversations with staff from time to time

OTHER RESPONSIBILITIES:

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

**BRITAIN YEARLY MEETING
PERSON SPECIFICATION**

Job Title:	Head of Witness and Worship
Department:	Recording Clerk's Office
Date:	October 2018

ESSENTIAL KNOWLEDGE

- Broad understanding of Quaker peace, justice and sustainability work and advocacy
- Broad understanding of Quaker meetings, outreach, spiritual nurture and Quaker structures
- An appreciation of and care for collaborative faith-based Quaker decision-making and sympathy with Quaker values

ESSENTIAL QUALIFICATIONS

Education to degree level or equivalent life experience

ESSENTIAL EXPERIENCE

- Leadership and management experience at a range of level
- Demonstrable commitment to an empowering & participative style of leadership and staff development
- Experience of managing change
- Experience of working with governance bodies
- Experience of leading teams to deliver high standards
- Experience of managing staff and budgets

ESSENTIAL SKILLS AND ATTRIBUTES

- Ability to see the big picture, think strategically, prioritise and simplify
- Ability to evaluate impact, review work and take tough decisions
- Outstanding people management and personal communication skills and credibility, including the ability to communicate information well to non-specialists and funders
- Ability to support, challenge and delegate to others
- Ability to motivate staff and volunteers
- Ability to network and form partnerships to deliver objectives
- Humility and the ability to learn from your own mistakes

DESIRABLES

- Collaborative approach to strategy development
- Fundraising experience
- Project design and implementation
- A developed life of faith
- Active in own worshipping community
- Direct experience of advocacy and campaigning
- Experience of working in other voluntary sector organisations in the UK or abroad
- Authentic, visionary and passionate
- Rigorous, determined and patient, but with a sense of fun!

Background Information

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 our history; we are known for our 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 <http://www.quaker.org.uk/intro-quakers>.

About Britain Yearly Meeting

Britain Yearly Meeting 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 members of Britain Yearly Meeting, which meets annually 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 £10m, and assets of over £80m. Responsibility for the charity lies with the fifteen Trustees of Britain Yearly Meeting, appointed from among the Quaker community. BYM is based at Friends House (opposite Euston station in central London), which houses our central offices accommodating our 180 staff. You can download our Trustees Annual Report & Financial Statements here: <http://www.quaker.org.uk/annualreport>.

The work of Britain Yearly Meeting is carried out through five departments, which work together in interconnected and collaborative ways:

- Quaker Life supports Quaker meetings in their life and worship, oversees Quaker outreach, provides training, organises events for children & young people, runs the Library of the Society of Friends and looks after the Quaker Centre and bookshop at Friends House.
- Quaker Peace & Social Witness works on behalf of Quakers in the areas of peace, economic justice, sustainability and criminal justice, through campaigning, training, placements, community empowerment and by supporting Quakers in local meetings with their activities and concerns.
- Quaker Communication & Services works to promote public awareness of Quakerism, provides advocacy, media, web and publications services to the organisation, and oversees fundraising from Quakers, Quaker meetings and trusts. It also provides a secretariat for the Quaker governance structures.
- Quaker Finance & Property oversees the budget and finances of BYM, including our ethical investment portfolio, various properties and legacies. It also provides core HR and IT services for the whole organisation.
- Our wholly-owned trading subsidiary, Friends House (London) Hospitality Ltd, operates Friends House as a major conference venue and runs the building facilities.

We have recently completed a major refurbishment of our main 1000-seat auditorium, which was recently relaunched under the name The Light (see www.friendshouse.org.uk and www.thelightateuston.org.uk for more information). The Hospitality Company also runs Swarthmoor Hall, a historic house with accommodation in Ulverston, Cumbria (www.swarthmoorhall.co.uk).

- In addition, a small team in the Recording Clerk's office supports governance, cross-organisational planning, monitoring and reporting and helps with project development.

All the work of Britain Yearly Meeting is under the care of committees appointed by Meeting for Sufferings (the standing representative council of Quakers in Britain) and accountable to BYM Trustees (the board). You can read more about the governance structures of the Quaker organisation in Britain here <http://quaker.org.uk/our-organisation/our-structures>

About Management Meeting

The work of Britain Yearly Meeting is overseen by the five members of Management Meeting, under the leadership of the Recording Clerk, who serves *de facto* as chief executive officer of the national charity. Whole-organisation management responsibilities are shared collectively between the members of Management Meeting with each post carrying the strategic responsibilities set out in the diagram overleaf. Management Meeting meets weekly (on a Tuesday).

All members of Management Meeting attend Yearly Meeting, Meeting for Sufferings and BYM Trustees.

Between them, the members of Management Meeting line manage all the operational managers responsible for the delivery of the organisation's work. Management Meeting prepares an annual operational plan, budget and risk register for the whole organisation for approval by BYM Trustees. The members of Management Meeting also serve as secretary to the senior bodies and committees of the BYM governance structure. Currently (at 1 October 2018), the members of Management Meeting are:

Recording Clerk: Paul Parker

Deputy Recording Clerk: Juliet Prager

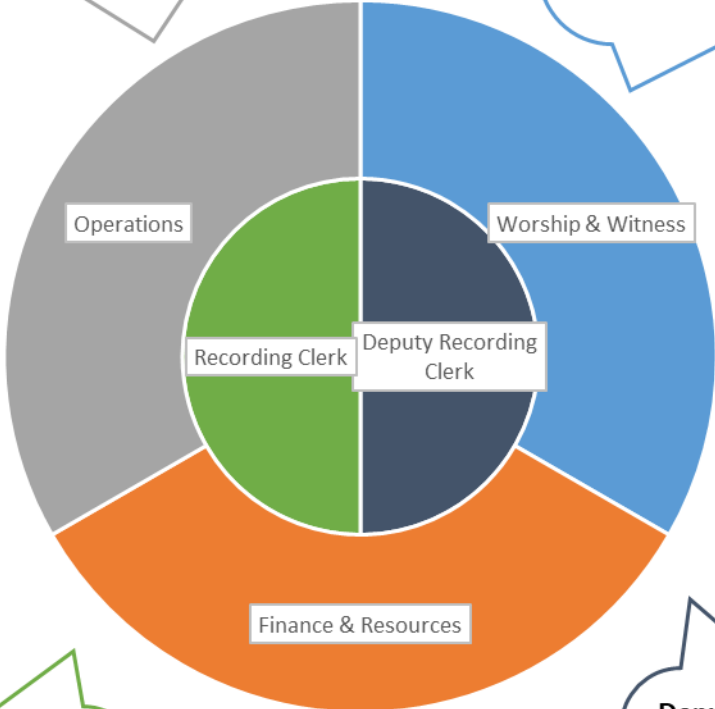
Head of Witness & Worship: Helen Drewery (retires April 2019)

Head of Finance & Resources: Lisa Kiew

Head of Operations: Paul Grey

Head of Operations
 Trading
 Facilities
 - health, safety, environment
 Events
 Community relations
 Administration
 Interpretation
 Business continuity & risk

Head of Witness & Worship
 Faith into action, including:
 - advocacy & campaigning
 - sustainability
 - peace and justice
 Support for Quaker meetings, including:
 - thriving all-age communities
 - spiritual nurture
 - outreach
 Delivery risk



Recording Clerk
 Sustaining church and faith
 Governance
 Organisation effectiveness and risk
 External relations

Head of Finances & Resources
 Property
 Financial risk
 Income & Fundraising
 Grant-making
 Procurement
 Employment (inc. volunteers)
 Records and data
 Information technology

Deputy Recording Clerk
 Meeting for Sufferings
 Operational risk
 Impact:
 - Long-range planning
 - monitoring, evaluation
 - reporting
 - collaborative working
 Management effectiveness
 Communications
 Diversity & Inclusion

About this post

The Head of Witness & Worship is a member of Management Meeting, the senior leadership team at BYM. As one of the five senior members of staff, s/he shares collective responsibility for the running of the organisation, and is line-managed by the Recording Clerk (broadly equivalent to a chief executive).

The current vacancy is created by the retirement of the current postholder, Helen Drewery, in early April 2019. Helen has held the post since it was created in 2016 as part of a re-organisation of the management structures of BYM to bring about greater integration of strategic responsibilities across the organisation.

The Head of Witness & Worship works closely with Quaker Life and Quaker Peace & Social Witness Central Committees to develop and deliver a coherent programme of work to support the witness and worshipping life of Quakers in Britain.

This is an exciting time to take up this post. By the time the new Head of Witness & Worship takes up their post, we will be in the closing stages of developing new strategic priorities for the next 5-10 years of BYM's work (see briefing note below).

The new postholder will play a key role in examining and shaping the work in light of these priorities, and working with Central Committees, Operational Managers and others to ensure they are delivered effectively.

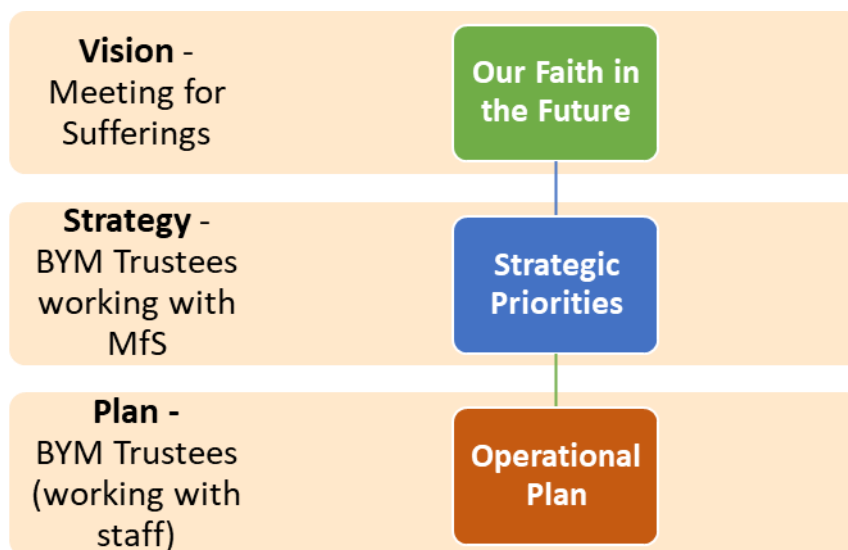
Potential applicants are warmly encouraged to contact the Recording Clerk, Paul Parker, for an informal conversation, or to arrange a visit, by contacting his PA, Helen Griffith via email at heleng@quaker.org.uk or by telephone on 020 7663 1161.

Briefing note: Our vision and strategy

All our work is set within the overall vision for Quakers in Britain which was agreed by Meeting for Sufferings in 2015: [Our faith in the future](#). This has six overarching aspirations for Quakers 'facing turbulent times':

- A future where meeting for worship is the bedrock of living as a Quaker
- A future where Quaker communities are loving, inclusive and all-age
- A future where all Friends understand and live by Quaker discipline
- A future where Quaker values are active in the world
- A future where Quakers work collaboratively
- A future where Quakers are well known and widely understood

BYM Trustees are working with Meeting for Sufferings, the Central Committees and Management Meeting to set strategic priorities for BYM's work in the next 5-10 years.



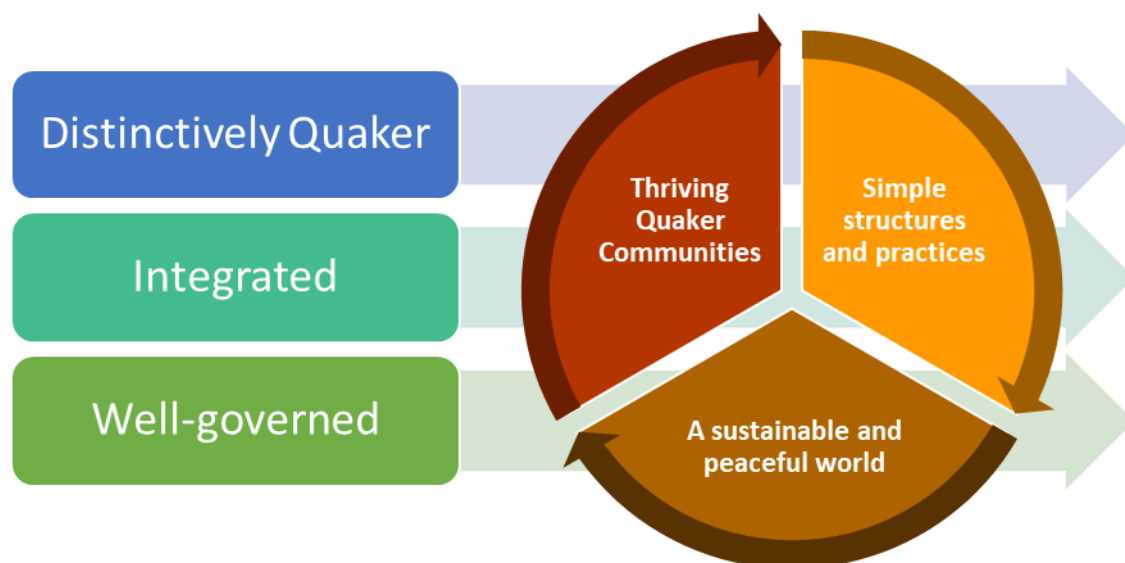
Trustees hope that clear priorities will help:

- To inform planning, so that committees and staff use resources effectively
- To prioritise work in order to make the most difference with available resource
- To fundraise by letting Quakers and non-Quakers know what their money is needed for
- To enable us to review so that we know our work is making a difference
- To improve two-way communication between Quakers locally and our national structures, strengthening a sense of shared purpose

The priorities set out below are still at an early stage and more consultation is needed to finalise them, to develop the details, and to understand what this means in practical terms for all of our work. We expect to agree priorities in time to inform operational planning for 2020 onwards. The priorities will give shape to the direction core work will take over the next 5-10 years – e.g. testing to what extent it is essentially Quaker, or well communicated, or contributing to simpler structures. So far, this has been a joint process involving BYM Trustees and Management Meeting. We have considered:

- Yearly Meeting minutes - asking for work on Sustainability (2011 and 2017); Inclusion and Diversity (2017); and to simplify as we revise the Book of Discipline, *Quaker faith & practice* (2018)
- BYM's charitable objectives (see [Quaker faith and practice 8.03](#))
- Our Faith In the Future - adopted by MfS to guide the activities of all Quaker Meetings in Britain, to which BYM can contribute
- Strategic plans of Quaker Life Central Committee (QLCC) and Quaker Peace and Social Witness Central Committee (QPSWCC)
- Feedback from meeting role-holders - who tell us they need less administrative burden
- Feedback from staff - who tell us they need to understand the organisation's priorities, and to plan for more than one year at a time
- The BYM risk register
- The history of Quakers in Britain, which inspired our understanding of the need for a 'simple charity supporting a simple church'.

A simple church supported by a simple charity, to reinvigorate Quakerism	
Criteria for all work being sustained or developed	Strands of work - priorities for investment and development
Distinctively Quaker faith-based, tested, Quaker identity, unique role	Thriving Quaker Communities supporting Quaker meetings and other groups to be diverse, to thrive and grow
Integrated between Quakers locally and nationally, and within BYM	A sustainable and peaceful world working with and on behalf of Quakers
Well-governed resourced, impactful and communicated effectively	Simple structures and practices in our local and national organisation



Equality Monitoring Form

Policy

Britain Yearly Meeting is a Quaker organisation and seeks to live up to the Quaker Testimony to Equality in its employment practices. It is our policy to ensure that no job application or employee receives less favourable treatment on the grounds of race, age, colour, ethnicity or national origin, religious beliefs, sex, transgender, sexual orientation, disability, marital or civil partnership status, political beliefs, membership or non-membership of a trade union or any other factor irrelevant to the selection process. Selection procedures are reviewed to ensure that individuals are selected, promoted and otherwise treated on the basis of their relevant skills and abilities.

Monitoring

In order to ensure the continued development of this policy, all applicants are asked to complete the details below. This information will be solely used for monitoring purposes and will be treated as confidential and will be separated from your application form on receipt and before any consideration of candidates takes place.

Post applied for	
Name	
Sex	
Date of Birth	

Please place an X next to the description which you feel is the most appropriate of your ethnic origin (please choose ONE section from A to F).

A White

British
Irish
Other (please indicate)
Prefer not to say

B Mixed

White and Black Caribbean
White and Black African
White and Asian
Other (please indicate)
Prefer not to say

C Asian or Asian British

Indian
Pakistani
Bangladeshi
Other (please indicate)
Prefer not to say

D Black or Black British

Caribbean
African
Other (please indicate)
Prefer not to say

E Chinese

Chinese
Other (please indicate)
Prefer not to say

F Any other Background

Any other background
Other (please indicate)
Prefer not to say

How would you describe your sexual orientation? Please place an X next to the description you feel is the most appropriate. Do you identify as:

Bisexual	
Gay Man	
Gay/Lesbian Woman	
Hetrosexual/Straight	
Prefer not to say	

Which of the following, if any, is your religion. Please place an X next to the description you feel is the most appropriate.

Atheist	
Baha'i	
Buddhist	
Christian	
Hindu	
Jains	
Jewish	
Muslim	
Parsi	
Rastafarian	
Sikh	
No religion	
Prefer not to say	
Other (please state)	

Do you consider yourself to have a disability?

Yes	
No	
If yes, please state	

Guidance Notes

PLEASE READ THESE NOTES BEFORE COMPLETING THE APPLICATION FORM

These notes have been designed to assist you by providing information about BYM's recruitment process.

Preparation

You should spend time reviewing your skills, achievements and experience, identifying those that are relevant to the job.

Making your Application

Job Details

You should read the job description, person specification, advert and background information so you know what the job involves. Think about why you are interested working for the Religious Society of Friends (Quakers), the post and how your knowledge, skills and experience (paid or non-paid) would enable you to be effective in the role.

Supporting Statement

You should write a supporting statement setting out the reasons why you think you are suitable for the post. **You must address each item on the person specification.** You should highlight the experience, skills, achievements that you would bring to the post including, those that you have gained through previous employment, voluntary work or any other relevant experience.

Accuracy of Information

The information that you provide to the Religious Society of Friends, both on your application form and at interview must be accurate. If we discover that any information provided is inaccurate, an offer of employment may be withdrawn. Where an appointment has been made we may take disciplinary action up to and including dismissal.

Data Protection

You should be aware that information contained in or derived from your application may be retained in both manual and computerised form for the purpose of recruitment administration, the production of depersonalised statistical data relevant to recruitment or equality issues and on appointment, personnel, payroll and pensions administration.

If your application is unsuccessful your application form will be retained for a maximum period of six-months.

We will not share your information with any other organisation unless required to do so by law.

Completed applications

Completed applications should be emailed by the stated closing date to:
quakeremploy@quaker.org.uk

QUAKER FAITH & PRACTICE 23.36

'At the Centre of Friends' religious experience is the repeatedly and consistently expressed belief in the fundamental equality of all members of the human race. Our common humanity transcends our differences...We aspire not to say or to do anything or condone any statements or actions which imply lack of respect for the humanity of any person.' (Meeting for Sufferings, 1988)

The Religious Society of Friends (Quakers) is committed to equality. In order to monitor our commitment to equality we ask applicants for posts to complete our equality monitoring form. The information provided is treated in the strictest confidence and is detached prior to shortlisting. The forms are retained by HR and the panel do not have sight of them.

Appointment Process

After the closing date is passed, the recruiting manager and the interview panel shortlist applicants who demonstrated that they meet the essential criteria set out in the person specification. Only candidates shortlisted are invited for interview. If you do not hear from us within two weeks of the closing date your application has been unsuccessful.

Normally applications received after the closing date are not considered

Interview

If you are shortlisted for interview you will be invited to a selection process. All interviews are conducted by a panel of two or more including the recruiting manager. If there are any special arrangements associated with the selection process e.g. tests or presentations, you will be informed accordingly.

Disability

If you are an applicant with a disability and have any specific needs, adjustments that you would like us to make or queries please contact HR on 020 7663 1111/1110.

Interview Outcome

If you are invited to attend an interview/and or selection process you will be informed either verbally or in writing of the outcome. The successful candidate will have the decision confirmed in writing as an offer of employment. The unsuccessful candidate is offered the opportunity for feedback.

References

On the application form you are asked to provide us with the details of three referees, one of which must be from your most recent employer. If you were a student one of your referees should be from a tutor. We only contact referees with your permission after an offer of employment has been made.

All offers of employment are conditional upon the receipt of references that are satisfactory to BYM, verification of right to work in the UK, medical health clearance, and where applicable verification of qualifications and Criminal Record Bureau checks

Right to Work in the UK

Under Immigration Act 2014, employers must ensure that any prospective employee is legally entitled to live and work in the UK. If you are offered employment by the Religious Society of Friends (Quakers) you will be required to produce an official document confirming that you are entitled to live and work in the UK, e.g. passport; full birth certificate and official document confirming your name and national insurance number; or a passport/travel document/letter from the Home Office.

Queries

If you require further information or wish to raise any matters with regard the appointment process, please contact HR on 020 7663 1111/1110.

Complaints

Applicants for posts within the Religious Society of Friends (Quakers) have the right to complain if they feel they have been unfairly treated or discriminated against during the recruitment process. If you feel that this is the case you should contact Ric Moore, HR & Training Manager, on 020 7663 1111 (direct line) or by email: ricm@quaker.org.uk

Working for Quakers in Britain

Britain Yearly Meeting, is a national charity employing around 180 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.

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:

- From our website - www.quaker.org.uk
- By reading 'Advice and Queries' which is an introduction to Quaker belief (<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 ask for a free information pack – www.quaker.org.uk/more-information