



Quakers in London Executive Secretary Application Pack

Introduction

Could you help us build the next chapter of Quakerism in London?

Across the city, around 1,500 Quakers meet in local communities for worship, fellowship, witness and learning. These 34 communities, known as Local Meetings, are at the heart of Quaker life in London. At present, the charity and governance structures that support this work are spread across seven Area Meeting charities and the London Quakers Property Trust (LQPT).

By the end of 2026, that will change.

Following several years of consultation, discernment and planning, these organisations are coming together into a single charity supporting Quaker life across London, called Quakers in London. This new charity will be an Area Meeting within the Quaker structure. Its role will be to develop and maintain a community of London Quakers, providing worship, mutual support, administration, learning, deliberation and social life. It will be responsible for governance, operations, property, communications, and the practical support of Quaker communities across the city.

This is an important moment. It is a chance to simplify structures, strengthen connections across London, and build an organisation that can support Quakers in the city more effectively for the future.

We are now seeking an Executive Secretary to help lead that change.

This is the most senior staff role in the organisation. You will support the Area Meeting clerks and other role holders as they shape the new Area Meeting, and work closely with trustees to help make sure that the charity is compliant, and enables the Area Meeting to thrive. You will lead the staff team, support decision-making at the highest level, and make sure the organisation is well-run, well-governed, and able to deliver its purpose from the outset.

Much has already been carefully thought through and agreed. But this is not a steady-state role. Many of the practical details of how the new organisation will work - its systems, processes, relationships and rhythms - still need to be established, embedded and improved over time.

You will need to combine strategic judgement with practical delivery. You will need to be able to work with complexity, support Quakers in London and its trustees and Quaker committees well, bring people with you, and balance continuity with change: respecting the history and identity of existing communities while helping to build something new at a London-wide level.

You do not need to be a Quaker, or to have previous experience of Quaker structures, to apply. But you will need to be able to work within a values-led organisation, use Quaker methods of decision making effectively, relate well to a wide range of people, and lead with integrity, care and sound judgement alongside those appointed to volunteer roles.

We hope the information in this pack will give you a sense of both the opportunity and the responsibility of the role. Thank you for your interest, and for taking the time to consider whether you might be part of this new chapter.

In Friendship,

A handwritten signature in dark ink, appearing to read 'Caroline Nursey', with a stylized, flowing script.

Caroline Nursey
Clerk to LQPT Trustees

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 with no separate priesthood and a form of worship based in silence. Early on, it developed a system to make and record decisions as a community known as the Quaker business method.

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.

About Quakers in London and London Quakers Property Trust

Quaker communities across Britain are organised at three levels: Local Meetings, Area Meetings, and Yearly Meeting. You can read more about our structures [here](#).

- **Quakers in Britain (or Britain Yearly Meeting) is the national charity** that supports Quaker communities across England, Scotland and Wales, helps coordinate national work, and provides the wider framework within which Area Meetings and Local Meetings operate. You can read about Quakers in Britain [here](#). The ultimate decision making body is 'Yearly Meeting' in session when any Quaker in membership (and others with permission) gather together including online.
- **Local Meetings are the local Quaker worshipping communities**, where Quakers gather regularly for worship, fellowship, and shared activity. Think of this as your local "church" - the place you go every week to worship.
- **Area Meetings are the charitable and governance bodies that support and connect Local Meetings in a particular region and include all the local meetings in that area.** They are responsible for key matters of governance, membership, and oversight.

In London, there are currently seven Area Meetings and thirty four Local Meetings. London is unusual in that Area Meetings do not directly own the Meeting Houses that Quakers meet in. Until now, this has been managed by a separate charity, London Quakers Property Trust (LQPT) established in the seventeenth century to pool funds and manage meeting houses and other Quaker properties across London. Currently, LQPT is responsible for twenty eight meeting houses and a small number of investment properties.

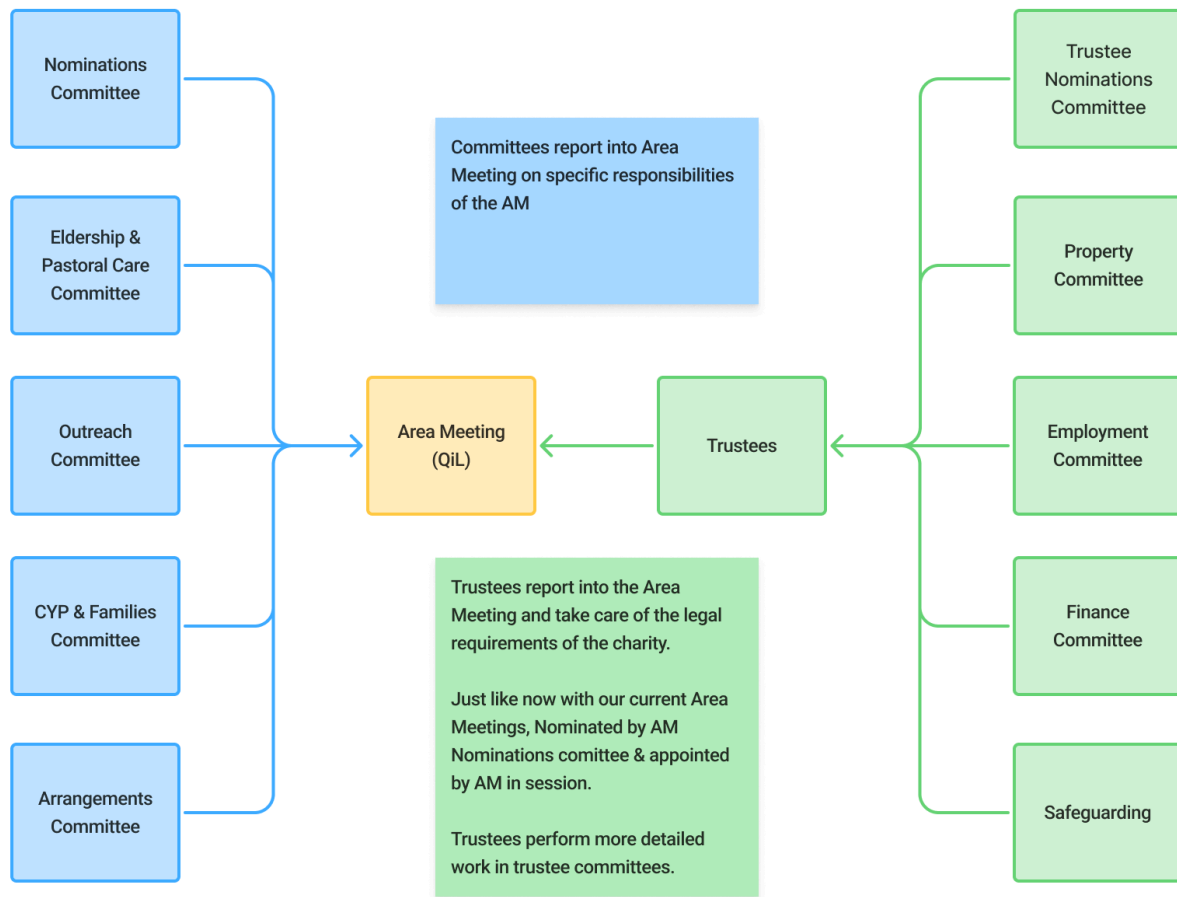
By the end of 2026, London Quakers Property Trust and the seven Area Meeting Charities will merge to become a single charitable entity: Quakers in London.

Quakers in London Area Meeting - open to all London Quakers - is expected to meet 6 times each year to make top level decisions as well as for worship, fellowship and learning. However, much will be delegated to the trustee body and its subcommittees supported by the QiL staff team or to one of the AM's direct committees.

The diagram below sets out the expected structure although the precise configuration of committees is still being considered.

Future Structure for Quakers in London

Showing Lines of Accountability



The staff team of the new charity will have five core responsibilities:

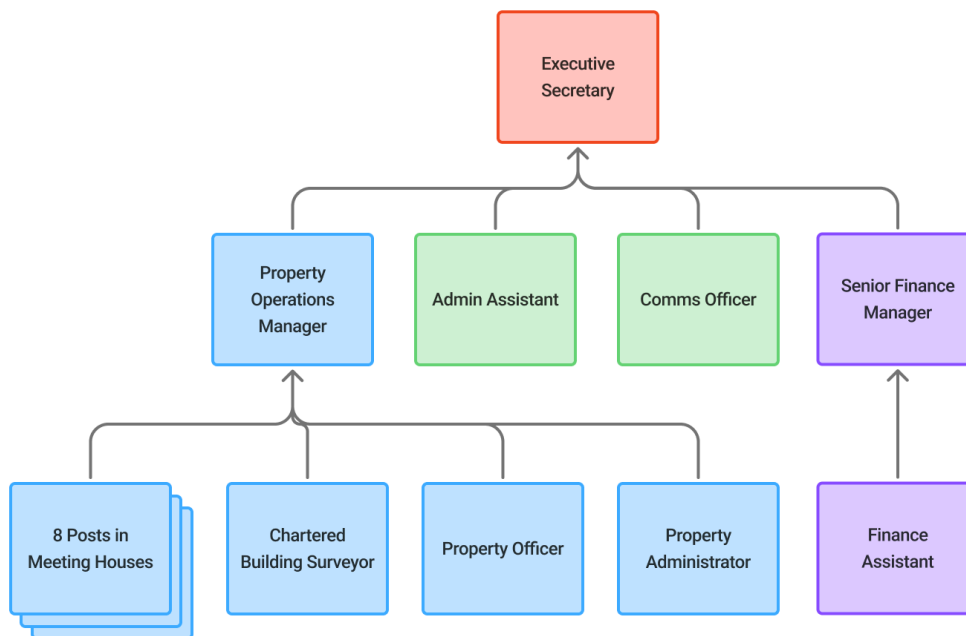
- Governance and trustee support: supporting trustees, committees, and decision-making processes
- Operations and administration: ensuring the organisation runs effectively on a day-to-day basis
- Property and resources: overseeing the stewardship and effective use of Quaker property in London
- Communications and outreach: supporting communication within the Quaker community and beyond

- Support for Quaker communities and events: enabling Local Meetings, Area Meeting activity, and the wider life of Quakers in London

Establishing Quakers in London is intended to simplify existing structures, strengthen connections across the city, and provide a strong foundation for Quaker worship, community, and witness in London for years to come.

Quakers in London Structures

The Executive Secretary is the most senior staff member of the charity, and will hold responsibility for the proper and effective management of the charity's staff. Quakers in London will have approximately 11.5 FTE (several of them part time) paid members of staff at full-strength of whom 4.5 FTE - spread over 8 people - are based in meeting houses looking after the local building.



The surveyor, property officer, admin assistant and comms posts are all part time. The eight meeting house based posts are currently employed by various AMs and most are part time. They will transfer through TUPE arrangements before the end of 2026.

About this post

Job purpose

The Executive Secretary is the most senior staff role in Quakers in London and will play a central part in establishing the new charity as an effective, well-governed, and values-led organisation.

The postholder will provide strategic leadership and operational management across the organisation, working closely with trustees, committees, and staff. They will act as the principal adviser to the trustee body, lead the staff team, and ensure that the charity's systems, processes, and ways of working are robust and effective.

The Executive Secretary will have organisation-wide responsibility for governance, operations, compliance, communications, property-related coordination, and the overall effectiveness of the charity's work. They will help translate the intentions behind the merger into a practical, sustainable organisation that can support Quaker life across London well from the outset.

Job profile

This is a broad, senior leadership role at a formative moment in the life of the organisation.

Quakers in London is being created through the merger of seven Area Meeting charities and London Quakers Property Trust. The Executive Secretary will join at a point where the overall direction has been agreed, but where many important elements of the new organisation still need to be established, embedded, and improved over time.

The postholder will work directly with the Clerk of Trustees and the trustee body, while being accountable to the trustees as a whole. They will support the clerking team of Quakers in London Area Meeting, act as Secretary to the trustee body, and ensure that trustees and committees receive the high-quality advice, papers, information, and operational support they need to make good decisions and discharge their responsibilities effectively.

The Executive Secretary will also lead and manage the staff team serving Quakers in London, working closely with colleagues across finance, property, communications, and administration. They will be responsible for ensuring that staff are well-supported, that priorities are clear, and that the organisation operates in line with Quaker values, decisions of Quakers in London in session, agreed policies, and statutory requirements. An early task will be to receive into the charity through TUPE the meeting based staff who are currently managed by one of the AMs, and to create a real team including them, longstanding staff of LQPT and those arriving into new posts created as a result of the merger.

More broadly, the Executive Secretary will help shape the culture and operating model of the new charity. This will include supporting long-term planning, managing change, enabling effective communication across the organisation, overseeing compliance and safeguarding arrangements, and helping Quakers in London, its trustees and staff to build strong relationships with Local Meetings, committees, Britain Yearly Meeting, and other key stakeholders.

The role therefore requires someone who can move confidently between strategy and delivery: someone able to advise at trustee level, lead staff well, manage complexity, communicate with Quakers in LMs and serving on committees of the AM, and ensure that decisions are translated into practical action. And they must be happy to carry out this work in ways compatible with Quaker values and our tested ways of making decisions as a faith body.

Key accountabilities

Strategic leadership and organisational development

- Act as principal adviser to Quakers in London and its trustee body on the charity's medium- and long-term strategy, helping to define its purpose, objectives, and priorities.
- Support Quakers in London and its trustees in shaping the overall direction of the charity, ensuring that strategic plans are grounded in the discernment of the Area Meeting in session and the charity's internal and external context.
- Lead the implementation of agreed plans and manage organisational change arising from the merger and the establishment of the new charity.

- Monitor and evaluate progress against strategic and operational plans, and report regularly to trustees on delivery, risks, and the overall health of the organisation.
- Articulate the organisation's vision and plans to staff and other stakeholders, ensuring clarity, alignment, buy-in and progress reporting.

Leadership and staff management

- Work closely with the QIL management team to build, lead, and manage the staff team of c 11 FTE (c 16 people who include staff based in meeting houses) serving Quakers in London, promoting effective performance management, wellbeing, and professional development.
- Line manage the Senior Finance Manager, Property Operations Manager, Communications Officer, and Administrative Assistant.
- Ensure that all staff are managed and supervised in line with agreed QIL policies and procedures.
- Oversee staff development and training needs, ensuring that staff are equipped to fulfil their roles effectively.
- Foster a working culture that reflects Quaker values and supports high standards of collaboration, accountability, and care.

Governance and trustee support

- Act as Secretary to the trustee body, ensuring that meetings are well prepared and effectively serviced. Prepare, or oversee the preparation of, high-quality meeting papers, agendas, and minutes, ensuring their timely circulation.
- Support the QIL AM clerking team in organisation of meetings and circulation of minutes.
- Oversee support for, or directly support, trustee committees (Staffing, Finance, Property, and Safeguarding) and other relevant QIL committees, including Arrangements, Elders and Pastoral Friends, Nominations, and other committees supporting the life of Quakers in London.
- Provide regular reports to trustees on the implementation of strategic, operational, and business plans, recommending adjustments and new initiatives where appropriate.

- Oversee the instruction of solicitors and other professional advisers, subject to the authority of the Clerk of Trustees.
- Carry out any other duties consistent with the status of the role as may reasonably be requested by the Trustees.

Operations, compliance, and organisational effectiveness

- Ensure that the charity operates effectively on a day-to-day basis, with appropriate systems, processes, and administrative support in place.
- Support the trustee safeguarding lead and ensure that safeguarding records are properly maintained.
- Ensure compliance with GDPR, health and safety, safeguarding, and other relevant statutory and regulatory requirements.
- Ensure that all statutory charity requirements are met, including the preparation and submission of the Trustees' Annual Report and Accounts.
- Draft, review, and update policies and procedures as requested by trustees, ensuring that they reflect good practice and the needs of the organisation.
- Ensure the implementation of the Quakers in London website and communications strategy.

Finance, property, and resources

- Work with the Senior Finance Manager and the Area Meeting treasurer on long-term strategic financial planning, enabling trustees, Local Meetings, and the Area Meeting in session to make informed decisions.
- Ensure the timely preparation and distribution of budgets, financial reports, and planning tools to trustees and committees.
- Oversee the effective stewardship of the charity's resources, including its property-related responsibilities, working closely with relevant staff and trustees.
- Support sound decision-making on the use of resources, balancing immediate operational needs with longer-term sustainability.
- Draft and review policies and procedures as requested by trustees, ensuring alignment with best practice.

Communications, outreach, and stakeholder engagement

- Support the development and implementation of a communications strategy, including website and social media, for communication within Quakers in London and externally.
- Enable strong communication across Quakers in London, particularly with Local Meeting clerks, Premises Committees, trustees, and staff.
- Oversee the development of partnerships that further the charity's objectives and strengthen relationships across the Quaker community.
- Engage, and ensure that staff engage, with Britain Yearly Meeting staff and other relevant partners to support alignment and avoid duplication.
- Ensure the implementation of the Charity's website and communications strategy.

Committee and Area Meeting support

- Ensure effective staff support for Area Meeting committees and related activities.
- Support the organisation of Area Meetings, gatherings, and events for Quakers in London, including gatherings of Elders and Pastoral Friends.
- Help ensure that effective practical support is provided to the wider life of Quakers in London.

Other responsibilities

- Work flexibly, including occasional evening and weekend working, for which time off in lieu will be provided.
- Carry out other duties commensurate with the seniority of the role as may reasonably be requested by trustees.

Person specification

We are looking for someone who can combine strategic judgement with practical delivery, and who is comfortable operating in a complex, values-led organisation at a moment of significant change.

Essential experience

- Significant experience of staff leadership and management
- At least three years' experience in a leadership role in a not-for-profit or charity organisation, ideally in a membership-based context
- Experience of managing managers and leading staff across more than one function
- Experience of working closely with trustees, committees, or other governance bodies
- Experience of developing and implementing organisational strategy, policies, and procedures
- Experience of supporting organisational change and helping teams work effectively through transition
- Experience of financial oversight, including budgeting and reporting in a charity or similar organisation

Essential skills and abilities

- Strong organisational and administrative skills, with the ability to manage a broad and complex workload well
- Excellent written and verbal communication skills, including the ability to prepare clear, high-quality papers, reports, and correspondence
- Strong judgement, with the ability to analyse issues objectively and make sound decisions
- Ability to support and advise trustees and committees effectively
- Ability to lead staff with clarity, integrity, and care
- Ability to build constructive relationships with a wide range of people and bring others with you through change
- Ability to oversee performance management, staff development, and wellbeing
- Ability to prioritise effectively and maintain momentum across multiple areas of responsibility
- Strong IT and digital communication skills

Essential knowledge and understanding

- Understanding of good governance and regulatory requirements in the charity sector

- Understanding of safeguarding, GDPR, and health and safety responsibilities
- Financial literacy, including an understanding of charity budgeting and reporting
- Understanding of, or ability to develop quickly, knowledge of Quaker structures and practices
- Commitment to working within Quaker values

Personal qualities

- Personal resilience and steadiness
- Clarity of thought and an ability to work well in a changing environment
- A collaborative and constructive approach
- Sensitivity, discretion, and good interpersonal judgement

Desirable

- Experience of developing and implementing communications strategies
- Knowledge of social media management and website maintenance
- Degree or equivalent qualification in business management, business administration, social policy, charity administration, or a related field

Salary and benefits

Salary: £70,000–£80,000 per annum, depending on experience.

Location: The role is based in London, with hybrid working. The expectation is that the postholder will work at least two or three days in the office.

Hours of work

This is a full-time role, at 35 hours per week, and will be on a continuing contract. Some evening and weekend working will be required to support Quakers in London events, and trustee meetings, for which time off in lieu will be provided.

Flexible working options

We are open to discussion about job share arrangements or other flexible working if compatible with the needs of QiL.

Holiday

25 days a year plus bank holidays

Pension scheme

Quakers have a generous pension scheme where we contribute 8% of your salary and you contribute 5% of your salary.

Sick pay scheme

We have a generous sick pay scheme providing 4 months at full pay and 4 months at half pay from the first day of service.

Employee Assistance Programme

Quakers in London offers access to an independent, confidential employee assistance programme, which is available 24 hours a day.

Family friendly policies

Our family friendly policies include enhanced maternity pay (six weeks on full pay and a further 33 weeks on half pay), and paternity leave of 4 weeks on full pay, with similar arrangements for adoption.

How to apply

If you have any questions or would like to have an informal conversation, please contact Caroline Nursey, clerk to trustees, at LQPTclerks@quakerinlondon.org

To apply, please email admin@quakersinlondon.org enclosing:

- A CV
- A personal statement (no more than 1 page of A4, size 11 font), explaining your interest in the role and how you meet the person specification.

Closing date: 4 June 2026 - midnight All applications will be considered immediately after the application date.

Interviews: 6/7 June (online); 15 June (in central London); 17 June (online)

The interview process

We hope that the interview process will give candidates a fair opportunity to demonstrate their experience, judgement, and approach to leadership and learn more about Quakers in London.

The selection process will include four stages:

1. **CV and personal statement screening:** Applications will be reviewed against the person specification. Longlisted candidates will be invited to the next stage.
2. **Initial online screening interview:** A short first-stage interview to explore candidates' interest in the role, relevant experience, and overall suitability.
3. **Main assessment stage:** shortlisted candidates will be invited to an in-person assessment stage at the LQPT London offices (Friends' House, Euston). This will include:
 - a. An interview consisting of a task-based exercise shared in advance, and some live scenario responses
 - b. Engagement with staff and volunteers
4. **Final online interview:** Candidates progressing to the final stage will be invited to a final online interview.

Various stages of the Interviews will be conducted by Caroline Nurse (Clerk to LQPT Trustees), Nate Burnikell (LQPT Trustee), George Barrow (LQPT Trustee), Mary Stiasny (member of the

London Development Group working on the detail of the merger) and Gillian Ashmore (member of the London Development Group). The engagement session(s) will consist of a mix of staff and volunteers from across LQPT and Quakers in London.

LQPT and Quakers in London are committed to equality in all our employment practices.

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. These are not set in stone: they arise from our experience of Quaker faith

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 worship together.

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