Quakers in London Administration and Communications Co-ordinator - 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 Administration and Communications Co-ordinator to support our Executive Secretary and the Quaker Committees who govern our community as we make that change.

You will work with the QiL Arrangements Committee to make sure meetings and events run smoothly and that QiL communicates effectively, engaging with the full diversity of London Quakers and forging new relationships within and beyond the Quaker community.

You will support committee members and other role holders as they shape the new Area Meeting, helping to ensure that information flows efficiently, and that record-keeping is comprehensive and accurate, in compliance with Quaker governance and GDPR. You will help us to develop new policies and procedures and embed best practice for data management.

You will be working with a small but dynamic staff team which is embracing its new challenge; we are committed to balancing 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 bring integrity and care to your close collaboration with those appointed to volunteer roles.

We hope the information in this pack will give you a sense 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,



Jane-Eve Straughton
Executive Secretary

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.

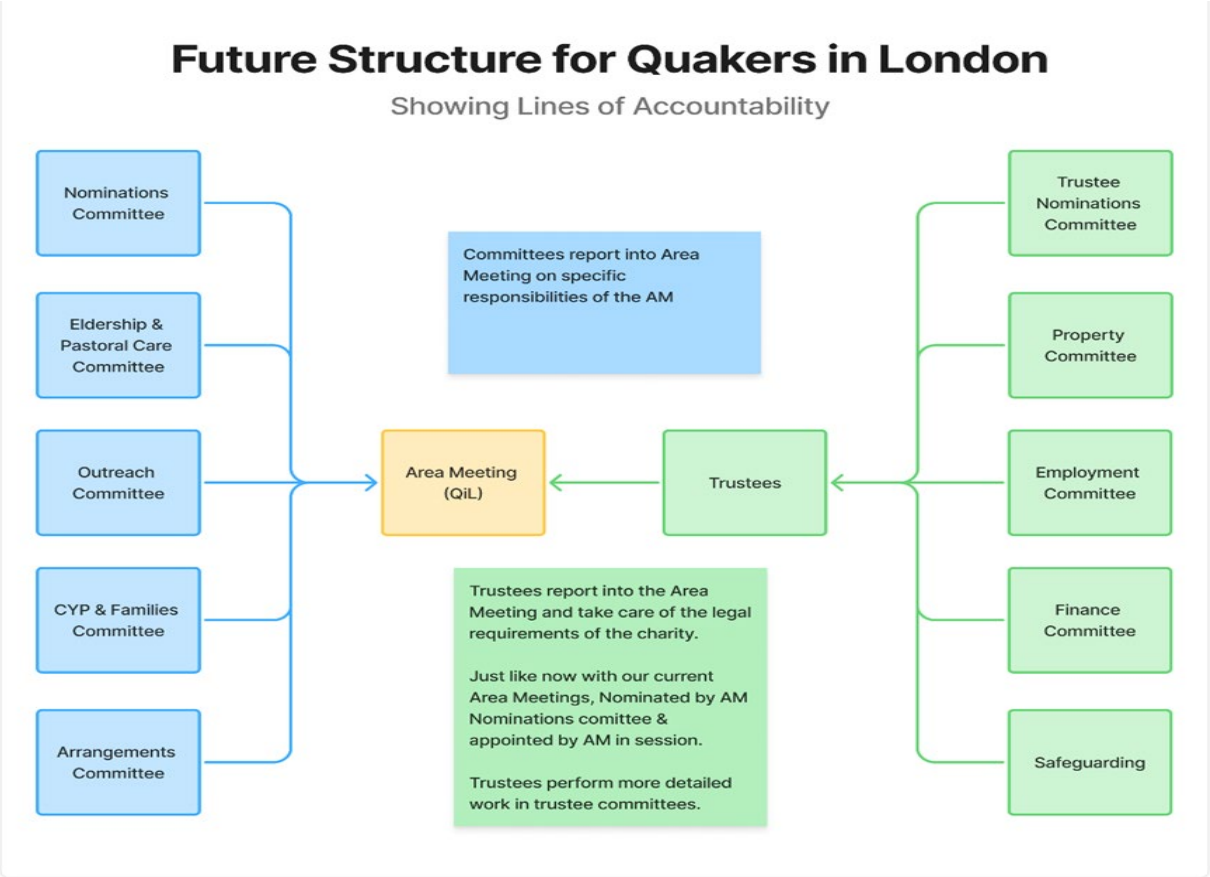
- **Quakers in Britain (or Britain Yearly Meeting) is the national charity** that supports Quaker communities across England, Scotland and Wales, helps coordinate national work, and provides the wider framework within which Area Meetings and Local Meetings operate. You can read about Quakers in Britain 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.



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

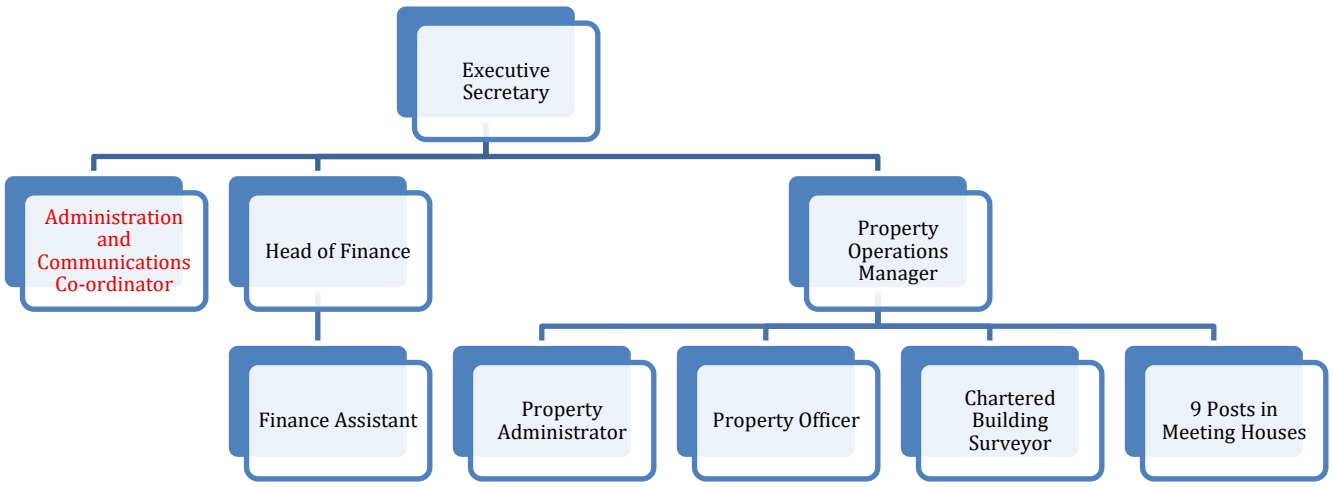
- Governance and trustee support: supporting trustees, committees, and decision-making processes
- Operations and administration: ensuring the organisation runs effectively on a day-to-day basis
- Property and resources: overseeing the stewardship and effective use of Quaker property in London
- Communications 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 Administration and Communications Co-ordinator reports to the Executive Secretary and will work as part of a closely integrated staff team of governance, finance, and property specialists. Quakers in London will have approximately 13.5 FTE (several of them part-time) paid members of staff at full-strength of whom approximately 5.5 FTE - spread over 9 people - are based in meeting houses looking after premises.



The surveyor and property officer posts are part time. The nine 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 Administration & Communications Co-ordinator provides vital support to Quakers in London (QIL) staff, trustees, committees and Area Meeting (AM) role holders. They ensure the smooth running of meetings and events and good communication across the organisation. They maintain key records, in accordance with GDPR, support the organisational and governance functions, and amplify our outreach and witness.

Job profile

This role provides critical administrative support to the senior leader of the organisation and its governance bodies at a formative moment in its development.

Quakers in London is being created through the merger of seven Area Meeting charities and London Quakers Property Trust. The Administration and Communications Coordinator will join at a point where the overall direction has been agreed and several new staff members have been appointed to take it forward, but many important elements of the new organisation still need to be established, embedded, and improved over time.

The role requires someone who is adept at managing information and co-ordinating communication efficiently among a variety of stakeholders, with excellent judgement of what to share when, and which tone and register to adopt for different contexts; some messaging will need to be engaging and informal, some more considered and official. The role-holder must also 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

Meeting & Committee Administration

- Provide administrative support to QIL Clerks and Arrangements Committee, including booking venues, circulating agendas and minutes, and making other arrangements for QIL meetings.
- Provide administrative support for QIL and QIL trustee meetings and all committee meetings: schedule and notify meeting times, book venues, circulate agendas, collate and send out papers, and file minutes.
- Support practical arrangements for training sessions agreed by AM or trustees.

Records & Database Management

- Support the Executive Secretary (who is also LQPT's Data Protection Officer) to ensure QiL maintains GDPR compliance and follows data handling best-practice across its operations.
- Maintain accurate membership records, supporting the QIL Membership Clerk, and track transfers to/from other AMs.
- Maintain up-to-date mailing lists.
- Maintain records of QIL appointments and support the QIL Nominations Committee in their work.
- Archive key documents for legal and historical record-keeping.

Safeguarding

- Maintain safeguarding records and provide administrative support for Safer Recruitment and DBS (Disclosure and Barring Service) checks.

Communications

- Maintain a QiL website which serves the London community of 34 Local Meetings (LMs) and externally facing outreach work.
- Effectively communicate key decisions and information alongside the full minutes of Quaker Meetings as the primary and trusted way of making Quaker decisions, supporting the AM Clerk, AM clerk of trustees and Executive Secretary to reach as many Friends as possible.
- Co-ordinate production of a QiL newsletter and other communications in digital and paper formats, working with AM Clerks, committee members, other role-holders, trustees, Friends across QIL, and the Executive Secretary.

- Maintain social media platforms for community building and to generate internal and external engagement with QiL content.
- Ensure Quakers across London are kept informed about property-related matters, especially about meeting houses and their use, working with the Property team.
- Ensure websites & communications for QiL and its constituent meetings:
    - Fulfil legal requirements around their digital footprint, including image usage, and content.
    - Are in keeping with the QiL and Britain Yearly Meeting (BYM) house style and tone of voice, working with the BYM communications team.
- Working with the Head of Finance and QIL treasurer, prepare periodic updates for LM treasurers; on behalf of the premises team, ensure regular communication with premises committees; produce regular communications for LM clerks and other post holders as agreed.
- Support the Outreach Committee in producing materials

Events & General Administration

- Provide event management support for QIL in-session and all large-scale events as agreed by the AM.
- Support the Executive Secretary and QIL management team with general administrative matters as required.

Team Support & Cover

- Provide cover for relevant elements of the Property Administrator role during periods of leave.

Person specification

Essential

- Strong administrative and organisational skills, with experience in supporting meetings or events.
- Good IT skills and experience with standard office software.
- Excellent attention to detail and record keeping.
- Effective communication skills, both written and verbal.

- Ability to manage multiple stakeholders and competing priorities - this role involves working with staff colleagues, trustees, clerks, finance, property teams, and volunteers simultaneously
- Discretion and ability to handle confidential and sensitive information.
- Willingness to work both independently and as part of a team.
- Respect for, or willingness to learn about, Quaker values.

Desirable

- Experience in a charity, faith, or community organisation.
- Knowledge and understanding of Quaker structures and practices.
- Experience supporting safeguarding and/or DBS checks.
- Familiarity with database management or membership systems.
- Experience of using traditional and social media to communicate information and generate engagement.
- Experience archiving or record-keeping in a regulated environment.

Salary and benefits

Salary: £31,000-34,000 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 three days in the office. Occasional travel to venues or Meeting Houses across London will be required (expenses are payable in line with QIL policy).

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, 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 Jane-Eve Straughton, Executive Secretary, at jane-eve.straughton@quakersinlondon.org.

To apply, please email jane-eve.straughton@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: Friday 13 November 2026 – 12 noon All applications will be considered immediately after the application date.

Interviews: Thursday 19 November (in person at Friends House, 173-177 Euston Road, London NW1 2BJ)

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 on the Quakers in Britain website