



Consultant Application Pack

Celebrant Network Support Coordinator in Northern Ireland

Deadline for Applications: Monday 8 February 2021

Role type: Consultancy

Location: Home based

Reports to: Director of Ceremonies.

Fee payable: £2,100 per annum

Thank you for downloading this pack. At Humanists UK, our dream is of a tolerant world where rational thinking and kindness prevail. Our dedicated staff of 29 and hundreds of volunteers work hard to achieve this aim and we are recruiting for a consultancy position of Celebrant Network Support Coordinator for Northern Ireland.

Completed forms should be returned electronically by email with the subject 'CNSC NI' to hr@humanism.org.uk by **09:00 on Monday 8 February 2021**.

Shortlisting and interviews

Candidates short-listed for an interview will be notified by **17:00 on Tuesday 9 February 2021**. Interviews for shortlisted candidates will be held **during the week of 15 February 2021 via Zoom**.

If you have any questions about the post, please feel free to contact Teddy Prout by email on teddy@humanism.org.uk - who will be very happy to talk more about the role with you.

Best wishes and good luck,

A handwritten signature in black ink that reads "Andrew Copson". The signature is written in a cursive, flowing style.

Andrew Copson, Chief Executive

More about Humanists UK

At Humanists UK, we want a tolerant world where rational thinking and kindness prevail. We work to support lasting change for a better society, championing ideas for the one life we have.

We do this because we're humanists: people who shape our own lives in the here and now, because we believe it's the only life we get. Our work helps people be happier and more fulfilled, and by bringing non-religious people together, we help them develop their own views and an understanding of the world around them.

We're committed to putting humanism into practice. Through our ceremonies, pastoral support, education services, and campaigning work, we advance free thinking and freedom of choice so everyone can live in a fair and equal society.

Founded in 1896, we are trusted by over 100,000 members and supporters to promote humanism. Our policies are informed with the support of over 150 of the UK's most prominent philosophers, scientists, and other thinkers and experts and we seek to advance them with the help of over 100 parliamentarians in membership of the All Party Parliamentary Humanist Group. Our trained and accredited celebrants conduct highly bespoke funerals and other non-religious ceremonies which are attended by over a million people each year.

Purpose

The Celebrant Network Support Coordinator proactively **supports celebrants** in Northern Ireland.

Key Tasks and Activities

- Maintains ongoing awareness by celebrants of external and internal requirements of practicing as a Humanists UK accredited celebrant and supports them to abide by them
- Provide at least monthly updates to celebrants, collect feedback from celebrants and pass them to the appropriate staff
- Be the first point of contact for celebrants about administrative, compliance, or complaints issues
- Organise and attend a NI celebrant meeting at least once a year
- Liaise with celebrants who do not engage with networking opportunities
- Maintain an overview of mentoring activity and availability in the region/nation
- Support the Humanists UK ceremonies staff team in celebrant recruitment, including monitoring recruitment needs in the region/nation, informing celebrants about new trainees
- Keep accurate records of activity in a format requested by Humanists UK and reporting regularly to the Director of Ceremonies

Person Specification

These criteria are divided into essential and desirable. Candidates meeting all the essential criteria will be preferred for this post but we do not expect experience across all desirable criteria. An ability to meet all of the desirable criteria, however, will be an advantage to candidates.

Essential Criteria	Measured by: A (application); I (Interview); R (references)
Good verbal and written communication including an open, consultative style	A, I
Good organisational and coordination skills	A, I
Excellent administrative skills	A, I
An understanding of mentoring, peer review, and peer support	A, I
Experience of creating and presenting written reports	A, I
Competent IT skills including the use of Google	A
Experience of, or ability to handling complaints	A, I
An understanding of fair recruitment processes	A, I
A commitment to the values of Humanists UK	A, I
A commitment to the development of the celebrant network	A, I
Holds trust and respect of colleagues in region	A, R
Commitment to inclusivity, equal opportunities and fairness	A, I, R

Desirable Criteria	Measured by: A (application); I (Interview); R (references)
Live and conduct ceremonies in Northern Ireland	A
Can provide evidence of continuing, relevant CPD	A, I

Equal opportunities policy

Humanists UK is an organisation with an ethos based on Humanism, and therefore qualifies under equalities legislation as an organisation with 'an ethos based on religion or belief'.

We are a small organisation, with limited resources. Therefore, each role at Humanists UK will involve a significant amount of interaction, either with Humanists UK members, or with the general public, and in this capacity, the promotion of humanism will be expected and required of the job holder. Therefore, it is likely that 'a willingness to promote humanist beliefs and values and the aims of Humanists UK' will be an essential requirement of every role advertised.

This policy will be reviewed for each vacancy advertised, and may be subject to change, depending on the occupational requirements of each vacancy. It will remain in place until or unless the organisation has the resources to allocate roles which require no significant interaction with the general public or Humanists UK members.

Humanists UK's equalities policy is that in all aspects of employment, from vacancy advertising, selection, recruitment, training and development, and promotion, to conditions of service and reasons for termination of employment, no individual will be discriminated against on the basis of their sex, transgender status, sexual orientation, race, colour, ethnic origin, nationality, disability, marital status, caring or parental responsibilities, age, religion or belief, or any other grounds that are irrelevant to their ability to meet the requirements of a post.

Recruitment and promotion

i. Vacancy advertising

- Within financial constraints, steps will be taken to ensure that knowledge of vacancies reaches underrepresented groups.
- Where a GOR applies, this will be stated in advertisements.

ii. Selection and recruitment

- Selection criteria (job description and person specification) for any post will be reviewed to ensure that they are justifiable on non-discriminatory grounds as being essential for the effective performance of the job.
- All appointments will be strictly on merit.
- More than one person will be involved in the selection interview and recruitment process, and the most senior person will be responsible for ensuring the process complies with this policy and good practice.
- Where possible, both women and men will be involved in the shortlisting and selection processes.
- Shortlisting and selection processes will be based solely on the job description and person specification, with candidates scored against these criteria.
- Where possible, efforts will be made to identify and remove unnecessary/unjustifiable barriers and provide appropriate facilities and conditions of service to meet any special needs.