

**British Humanist Association
Assistant to the Chief Executive**

Job Application Pack

Thank you for your interest in this position. Pages 2-3 of this pack give more details about the vacancy and page 4 contains the criteria against which we will be recruiting for the role.

How to apply

Applicants should complete the application form. Completed forms should be returned electronically by email with the subject Assistant to the Chief Executive to chiefexec@humanism.org.uk by **09.00 on 9 February**.

Short-listing and interviews

Candidates short-listed for interview will be notified by **18.00 on 17 February** and I regret that we do not have the resources to inform other applicants that they have not been shortlisted. Interviews for shortlisted candidates will be held no later than 27 February, at our offices at 39 Moreland Street, London EC1V 8BB.

If you have any questions about the post, please feel free to contact me on 020 7324 3066(direct line) or andrew@humanism.org.uk

Yours sincerely,



Andrew Copson
Chief Executive

British Humanist Association
39 Moreland Street
London EC1V 8BB

**British Humanist Association
Assistant to the Chief Executive**

Job Description

Context

The British Humanist Association (BHA) is the national charity working on behalf of non-religious people who seek to live ethical and fulfilling lives on the basis of reason and humanity.

Founded in 1896, the BHA is trusted by over 30,000 members and supporters and over 90 local and special interest affiliates to promote Humanism. Our policies are informed with the support of over 120 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 funerals and other non-religious ceremonies attended by over a million people each year.

What do we want?

We want a world where everyone lives cooperatively on the basis of shared human values and respect for human rights.

We want non-religious people to be confident in living ethical and fulfilling lives on the basis of reason and humanity.

What do we do?

We promote Humanism, represent the non-religious, and support those who wish to live humanist lives, including through the provision of humanist ceremonies.

We campaign for a secular state, challenge religious privilege, and promote equal treatment in law and policy of everyone regardless of religion or belief.

We offer a humanist perspective in public debate, drawing on contemporary humanist thought and the worldwide humanist tradition.

Our Chief Executive's work

The Chief Executive is responsible to the Board of Trustees for leading the BHA, safeguarding and promoting the vision, mission and values of the BHA, and ensuring its sustainable future and continuing growth. The Assistant to the Chief Executive provides administrative support in all areas of the Chief Executive's work including in his role of supporting the Board, and his personal responsibility for maintaining good relationships with BHA major donors and patrons. We have a very busy Chief Executive with a full diary liable to short notice changes, and weekly national travel. We need an Assistant who can anticipate his needs and take the initiative in seeking ways to maximize his efficiency.

**British Humanist Association
Assistant to the Chief Executive**

Role of the Assistant to the Chief Executive

The Assistant to the Chief Executive provides executive and administrative support to the Chief Executive.

Key Tasks and Activities

1. Organising meetings and travel, drafting correspondence, and maintaining filing systems for the office of the Chief Executive.
2. Preparing reports, proposals, and presentations on behalf of the Chief Executive.
3. Assisting in the preparation of papers for trustee meetings, taking minutes of trustee meetings, the AGM and notes of other meetings, and preparing agendas as required.
4. Overseeing, administering, and managing the development of trustee induction processes and other trustee and governance processes.
5. Ensuring that policies and procedures and other relevant decisions by the Board of Trustees are recorded and readily accessible to the Board, Chief Executive and other staff as required.
6. Supporting the work of the Senior Management Team in scheduling meetings, compiling and circulating papers, taking minutes, and arranging meeting logistics.
7. Supporting the work of the Development Board and the Chief Executive's communication with major donors and patrons.
8. Assisting the Chief Executive in administering all functions of the Chief Executive's office.
9. Any other reasonable tasks required by the Chief Executive.

This is a full-time permanent position based at the BHA's offices in London EC1.

The Assistant to the Chief Executive reports directly to the Chief Executive.

Salary in the region of £26,000; interest free bicycle or season ticket loan; 6% matched pension contributions upon successful completion of a three-month probation period.

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Person Specification

Candidates must meet all the essential criteria to qualify for interview.

All criteria will be measured by the means noted in the right column.

Essential Criteria **Measured** (Application, pre-interview task, interview task, and/or Interview)

1. Commitment to the aims of the BHA.	Application, Interview
2. Ability to act as assistant to a busy Chief Executive, demonstrable from a similar role or in some other way.	Application, Interview
3. Excellent organisational skills, including the ability both to plan well in advance and to work to sometimes very tight 'same-day' deadlines.	Application, Interview
4. Excellent administrative skills including the maintenance of efficient office systems.	Application, Interview
5. Excellent interpersonal skills.	Application, Interview
6. Ability to communicate effectively in writing and orally and at all levels.	Application, Interview task, Interview
7. Excellent IT skills, including demonstrable Intermediate or Advanced level skills in Word, Excel and PowerPoint, and experience of using CRM or membership databases.	Application, Interview task, Interview
8. Ability to prepare accurate and concise minutes of complex meetings.	Application, Interview
9. Ability to work occasional weekends and evenings, with time off in lieu for evening/weekend work.	Application

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Equal opportunities policy

The BHA is committed to equality and, within the constraints of its small size and limited financial resources, aims to achieve best practice as an equal opportunity employer. The BHA also aims to achieve best practice in its work with volunteers and in relation to its activities generally.

The BHA is an organisation with an ethos based on Humanism and therefore qualifies under equality legislation as an organisation with 'an ethos based on religion or belief'. Certain posts where there is a genuine occupational requirement (GOR) may be reserved for individuals with humanist beliefs or sympathy with humanist beliefs. However, the BHA aims to restrict such requirements to the minimum and undertakes to review all positions where a GOR may apply in order to establish whether there is a genuine and determining requirement.

The BHA's equal opportunity 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 gender, transgender status, sexual orientation, race, colour, ethnic origin, nationality, disability, marital status, caring or parental responsibilities, age, or religion or belief (unless there is a genuine occupational requirement), or any other grounds that are irrelevant to their ability to meet the requirements of a post.

The BHA is committed to providing a working and social environment in which the rights and dignity of each individual are respected, and which is free from discrimination, prejudice, intimidation, and all forms of harassment including bullying.

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.