

British Humanist Association
Assessor – Ceremonies Training and Development Team

Application Pack

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

How to apply

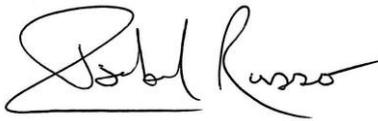
Applicants should complete the application form. Forms should be completed electronically and returned by email with the subject 'Ceremonies Assessor' to jessica@humanism.org.uk by **09.00 on 18 July**.

Short-listing and interviews

Candidates short-listed for interview will be notified by **18.00 on 26 July** 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 on **5 August**, 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 3070 or isabel@humanism.org.uk.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Isabel Russo', with a stylized, cursive script.

Isabel Russo
Head of Ceremonies

British Humanist Association
39 Moreland Street
London EC1V 8BB

British Humanist Association
Assessor – Ceremonies Training and Development Team

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 40,000 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 Ceremonies work

One of our most important community service offerings is the provision of celebrants trained to conduct non-religious ceremonies. We are the longest-standing provider of such ceremonies in the UK and maintain a national network of over 300 trained and accredited self-employed celebrants, many of whom are organised into regional groups with coordinators. They provide many thousands of humanist funerals, weddings, partnerships, namings, and other ceremonies each year, the majority of which are funerals. Humanist Ceremonies™ is the trade name for this activity, which is a growing and influential presence throughout England, Wales and Northern Ireland. The BHA trains and accredits celebrants and provides them with an on-going level of support in their practice, which is set out in a Commitment to Celebrants.

Much of the ceremonies training, development, and assessment work is outsourced to consultants who comprise the Humanist Ceremonies Training and Development team. Administration of the training courses is managed by BHA staff working in partnership with these consultants.

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Key deliverables

These are the key deliverables for a Humanist Ceremonies Assessor. Assessors are consultants responsible to the Head of Ceremonies and are members of the Humanist Ceremonies Training and Development Team.

Applicant Assessment

- Talking to regional leads and others, as per our processes, about applicants¹ for ceremonies training, in line with the Recruitment Policy.
- Assessing applicants in telephone interviews.
- Reviewing feedback and performance of applicants from face to face interviews where concerns are identified, with support from the Administrative Officer, and making final recommendations to Head of Ceremonies about rejecting or accepting these applicants for training.

Trainee Assessment

- Reading and moderating trainees' marked assignments at every stage.
- Feeding back to Trainers on their marking where necessary.
- Reviewing performance of trainees with Head Trainers and Head of Ceremonies where necessary.
- Reviewing Trainers' final assessment forms at Stage 3 and making recommendations to the Head of Ceremonies on which trainees should pass the course.

Other tasks

- Developing, documenting and filing processes for the tasks above, giving feedback to Head of Ceremonies on any areas for improvement in the processes and documentation.
- Attending Training and Development Team meetings.
- Attending the last day of each course.

This is a consultancy position and the Ceremonies Assessor is not employed by the British Humanist Association. The contract is offered for a six-month period at a rate of £3,500 for the entirety of the contract, to be billed in monthly instalments. The Assessor works from home and not from the BHA office, and we would like the successful applicant to start as soon as possible after interviews are held.

¹ 'Applicants' refers to: new applicants, existing celebrants taking on a new ceremony type, and existing celebrants who are re-joining the network or who are applying, having trained elsewhere.

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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 at least some of the desirable criteria, however, will be an advantage to candidates.

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)
Genuine interest in humanist celebrancy and the ability to explain Humanism and the work of the BHA to others.	Application, interview
Proven experience of the recruitment, interview and selection process.	Application, interview
Understanding of competency-based training and assessment, and the delivery and facilitation of training in an adult environment.	Application, interview, pre-interview task
Excellent interpersonal skills, including the ability to work with and support people, particularly over the phone.	Application, interview, pre-interview task
Ability to manage demanding professionals with strong opinions.	Application, interview
Excellent administration and organisational skills.	Application, interview
Excellent oral and written communication skills (including editing) and good working knowledge of Word, Excel and PowerPoint.	Application, interview, pre-interview task
Numerate, with the ability to handle basic statistical work (totals, averages, trends).	Application, interview
Understanding of and commitment to equal opportunities and diversity.	Application, interview

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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.