**School Speakers Regional Coordinator**

**Application Pack**

Thank you for your interest in this position. The rest of this pack gives more details about the vacancy and the criteria against which we will be recruiting for the role.

**How to apply**

Applicants should complete the application form. Forms should be completed electronically and returned by email with the subject ‘School Speakers Regional Coordinator’ to education@humanism.org.uk.

If you have any questions about the post, please feel free to contact me on 020 3724 3070 or education@humanism.org.uk.

Your sincerely

Luke Donnellan

Head of Education

Humanists UK

### About Humanists UK

Humanists UK is the national charity working on behalf of non-religious people who seek to live good and fulfilling lives on the basis of reason and humanity.

We want a world whereeveryone lives cooperatively on the basis of shared human values, respect for human rights, and concern for future generations, and for non-religious people to be confident in living ethical and fulfilling lives on the basis of reason and humanity.

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.

**About our education work**

#### Humanists UK’s education work supports its strategic aim to arrive at a situation where **Humanism is understood as an ethical and fulfilling, non-religious approach to life involving a naturalistic view of the universe. Through our provision of teaching resources and teacher training, and our school speakers programme, we aim to ensure that, as part of a broad and balanced curriculum, every young person has the opportunity to learn about humanism.**

**About the school speakers programme**

As part of our high-quality support service to schools, we train school speakers across the country to visit schools and support teachers to raise young people’s awareness and understanding of humanism. School speakers can bring a personal dimension to student’s learning about what it means to be a humanist that goes beyond the text book. They provide an opportunity for young people to be able to ask the questions they want to ask about humanism.

**Role description: School Speakers Regional Coordinator**

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| **Role title** | **School Speakers Regional Coordinator** |
| Reporting to | The Head of Education |
| Role context | Humanists UK is building a network of school speakers to visit schools and raise the awareness and understanding of humanism amongst children and young people. As both the network and the demand from schools have grown we need to develop regional coordination of school visits and establish regional communication between school speakers to support their activity. |
| Main purpose(outcomes) | Through the coordination of regional school visits; managing effective communication between schools, school speakers, and the Head of Education; and supporting opportunities for school speakers to develop in the role, the Regional Coordinator will help to ensure that schools are receiving a high-quality service that fulfils their needs, and that all opportunities are being taken to both support and improve the practice of school speakers. |
| Key activities (outputs) | The regional coordinator will...* report to the Head of Education
* act as the first point of contact for school speakers in the region and keep up-to-date contact details for all regional school speakers
* keep all regional school speakers engaged and up-to-date with Humanists UK and other relevant activities (e.g. teacher conferences) via email, face-to-face, and social media
* act as a representative for Humanists UK’s school speakers programme at regional meetings and events
* coordinate visits between schools and school speakers within the region (ensuring only Humanists UK accredited school speakers are assigned to visit schools)
* fulfil all necessary communication with Head of Education and School Speakers Coordinator
* report back half-termly to the Head of Education and provide a half-termly record of all requests and visits
* coordinate the regional promotion of the school speakers programme
* help to promote Humanists UK’s training course to potential new speakers
* support communication between school speakers through encouraging peer-support, dialogue, and the sharing of resources
* support the implementation of future CPD
* introduce a regional programme of shadowing and mentoring, and ensure opportunities for the observation of new speakers and the collection of feedback from their visits to help ensure quality control
* collect feedback from schools using the Humanists UK feedback form
* report all complaints to the Head of Education
* support the Head of Education with the implementation of the work plan and other duties as required
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| Tenure | This is an open-ended role, but is subject to periodic review to ensure that both the Humanists UK and the school speaker are happy with the work being done. |
| Remuneration | This is a volunteer role and no remuneration is expected. |

**Person Specification**

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| **VOLUNTEER ROLE TITLE** | **School Speakers Regional Coordinator** |

| **CHARACTERISTICS:** | **ESSENTIAL** | **USEFUL** |
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| **QUALIFICATIONS** | * Membership of Humanists UK
* No other qualifications required
 | * A qualification in education: e.g. qualified teacher status (QTS)
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| **EXPERIENCE** | * No specific experience is essential
 | * Work in an education environment or knowledge of the education system: e.g. teacher, teaching assistant, university lecturer, school governor
* Speaking in schools
* Volunteering experience
* Inter-belief / dialogue work as a humanist
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| **KNOWLEDGE** | * General knowledge of Humanists UK’s school speaker’s programme
* Awareness of the role and aims of Humanists UK’s school speakers in schools (including the code of conduct)
 | * Awareness of education and school structures and processes
* Knowledge of local schools and other relevant education bodies
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| **SKILLS** | * Excellent communication and inter-personal skills
* Ability to work as part of a team
* Good independent judgement
* Problem solving and decision making skills
* Good Literacy and Numeracy
* Timekeeping
 | * Written and verbal reporting
* Project management
* IT proficiency
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| **PERSONAL ATTRIBUTES****(All essential)** | * An interest in raising the awareness and understanding of humanism
* Willingness to support the development of the school speakers network
* Willingness to work with a diverse range of people
* Supportive to the needs of others
* Supportive of the values of Humanists UK and willingness to work under the code of conduct
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**Humanists UK Equal opportunities policy**

Humanists UK 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.  Humanists UK also aims to achieve best practice in its work with volunteers and in relation to its activities generally.

Humanists UK 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, Humanists UK 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 Humanists UK 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.

Humanists UK 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**

* + 1. **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.
	+ 1. **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.