



# **Job Application Pack**

## **Education Coordinator**

**Deadline for Applications: Friday 10 August at 9:00AM**

**Role type:** Fixed term position, part-time - 3 days per week.

**Location:** Humanists UK offices, London EC1.

**Reports to** Head of Education.

**Salary** London Living wage £18,564 per annum (22 weeks pro-rata £4,712)

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 23 and hundreds of volunteers work hard to achieve this aim and we now have a vacancy for an Education Coordinator.

### **Is this the right position for you?**

You'll have a good understanding of the education sector, with good research skills and the ability to quality assess information, allied with good communication, administrative and organisational skills. If this sounds like you, complete the application form, detailing how you match the person specification on page 5.

Completed forms should be returned electronically by email with the subject '**Education Coordinator**' to [tony@humanism.org.uk](mailto:tony@humanism.org.uk) by **09:00 on Friday 10 August**.

### **Shortlisting and interviews**

Candidates short-listed for interview will be notified by **17:00 on Friday 10 August** 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 **Wednesday 15 and Thursday 16 August** at our offices at 39 Moreland Street, London EC1V 8BB.

If you have any questions about the post, please feel free to contact the Luke Donnellan by email on [luke@humanism.org.uk](mailto:luke@humanism.org.uk) - they will be very happy to talk more about the role with you.

Best wishes and good luck,



**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 70,000 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.

## Our Community Services work

Humanists UK provides direct support, guidance, and services in the community. This work breaks down into six areas:

- **Ceremonies**, where we provide training and accreditation for a network of humanist celebrants to conduct funerals, weddings, and namings;
- **Pastoral support**, where we provide training and accreditation for a network of pastoral carers who provide emotional support for those in institutions where they need access to like-minded support (like hospitals, hospices, and prisons);
- **Education**, which includes the provision of resources on humanism for teachers, students, parents, and other educational environments. This also includes operating a network of school speakers to visit schools;
- **Apostate support**, which is provided by our programme Faith to Faithless, which provides those who leave high-control religions with peer support, advice and guidance, as well as advising public bodies and the third sector on how to support such individuals;
- **Dialogue**, where we engage in conversations and events that promote a better understanding of humanism with religious people and organisations;
- **Support for specific communities**, which includes providing community and support for LGBT people, university students, serving and veteran members of the armed forces, and humanists in specific locations.

This work is overseen by the Director of Community Services. In terms of other staff, there is a Head of Ceremonies, Head of Pastoral Support, Head of Education, and Student and Youth Coordinator, while a project manager looks after Faith to Faithless. The other programmes and services are managed by volunteers.

## **Role of the Education Coordinator**

The Education Coordinator is responsible to the Head of Education for supporting the creation and provision of Humanists UK's education resources, including Humanists UK's massive open online course (MOOC) on humanism.

## **Key Tasks and Activities**

The massive open online course (MOOC) on humanism:

- To coordinate the development and production of Humanists UK's MOOC on humanism.
- To liaise with staff and contributors to ensure the production of written and video material.
- To plan and schedule filming with contributors and crew.
- To support with filming and ensure all necessary releases are obtained.
- To arrange and support the transcribing of video for editing and the production of subtitles.
- To research existing articles, images, and video material for inclusion in the MOOC and ensure any necessary permissions have been obtained.
- To upload the content of the MOOC to the FutureLearn Course Creator platform.
- To ensure all necessary processes have been completed to pass FutureLearn's quality assurance process.

Other education activities:

- To assist with the production of print, video, and web-based education resources on humanism.
- To support the provision of Humanists UK's education resources via the Understanding Humanism website and other means.
- To support the administration of Humanists UK's school speakers programme.
- To assist with the coordination of Humanists UK's teacher training provision.
- Any other appropriate duties required by the Head of Education.

This is a fixed term permanent position based at the Humanists UK's offices in London EC1.

The Education Coordinator reports directly to the Head of Education.

## 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)

Knowledge and understanding of contemporary Humanism and the humanist tradition	Application, Interview
Demonstrable understanding of the education sectors in the UK	Application, Interview
Excellent communication skills, both verbal and written	Application, Interview
Excellent organisational skills: multi-tasking, attention to detail, flexibility, etc	Application, Interview
Excellent research skills: capacity to find, sort, and quality-assess information	Application, Interview
Excellent IT skills, including familiarity with Microsoft Office and Google Suite applications	Application, Interview task

### Desirable Criteria

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

Experience of organising, and coordinating projects	Application, Interview
Experience of delivering education in schools, colleges, or other educational settings	Application, Interview
Proven ability in the production of education resources	Application, Interview
Experience of using CRM databases	Application, Interview task

## **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.

Humanists UK'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. 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**

### **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.