



Application Pack

Thank you for your interest in volunteering as the Northern Ireland Humanists Local Events Coordinator.

How to apply

Applicants should submit a CV and a cover letter of no more than one page, outlining why you are suitable for the role of local events coordinator.

You should email your cover letter and CV with the subject 'Northern Ireland Local Events Coordinator' to boyd.sleator@humanism.org.uk by **18.00 on Friday 27th October 2017**.

Short-listing and interviews

Candidates short-listed for interview will be notified by **18.00 on Monday 30th October 2017** and will be advised on the Interview process.

If you have any questions about the role, please feel free to contact me by email on boyd.sleator@humanism.org.uk

Yours sincerely,

Boyd Sleator
Northern Ireland Humanists Development Officer

Humanists UK
39 Moreland Street
London EC1V 8BB

Volunteer Role: Local Events Coordinator

Northern Ireland Humanists is looking for someone with enthusiasm and experience with organising ability and marketing skills to support our Development Officer with coordinating and organising Northern Ireland Humanists events, as well as generating more opportunities for Northern Ireland Humanists to exhibit at third party events.

Northern Ireland Humanists is fast-growing movement at the forefront of social change nationally and gaining national publicity as we do so. This is an exciting opportunity for someone who wants to use their existing skills and experience to support a charity in furthering its aims of a tolerant society where rational thinking and kindness prevails.

This is a voluntary role and as such there are no set hours, but we are looking to find someone who can donate a few hours per week to the cause. Access to a car would be of enormous benefit, as we're still a relatively small organisation with very limited resources.

The Coordinator will support the Northern Ireland Humanists Development Officer and Humanists UK Events Manager in the following ways:

- Supporting members in organising regular Sunday Brunches in towns and cities across Northern Ireland, and supporting members and local groups to organise other events such as talks, social gatherings, and film nights, ensuring:
 - there is a lead member at each event to provide continuity and structure
 - the venue is suitable and food and drink will be available
 - the meetings are publicised in advance on social media and via email
 - attendees are encouraged to join the Northern Ireland Humanists mailing list or join as members
 - The event conforms to corporate branding and Humanists UK resources are available such as banners, leaflets, badges etc
- Developing a range of events for members and supporters such as talks by appropriate speakers with a humanist theme including arranging and hosting the speaker and making arrangements with the venue for access and any equipment needs
- Assisting the Development Officer to arrange major Northern Ireland Humanists events
- Assisting the Development Officer in collating a calendar of events at which Northern Ireland Humanists will have a presence such as festivals and major events which Humanists UK would wish to support ensuring:
 - The presence of Northern Ireland Humanists is well publicised before and after the event
 - There is effective contact with events organisers
 - A team of volunteers is organised as necessary
 - Humanists UK and/or Northern Ireland Humanists branding is prominently displayed and resource materials are available