

**Humanists UK**  
**Application Pack for Emergency Incident Regional Lead**



Thank you for your interest in the voluntary position of Emergency Incident Regional Lead. Please be aware that we are looking to recruit someone to help develop our emergency response initiative in two separate regions: London, and Yorkshire and Humber. We are therefore looking to recruit two volunteers; one who is based in London and one in the Yorkshire and Humber region respectively.

**How to apply**

Interested applicants should complete the attached application form, stating clearly how you meet each element of the person specification. Applications should be completed electronically and returned by email, with the subject 'Emergency Incident Regional Lead', to [Simon@humanism.org.uk](mailto:Simon@humanism.org.uk) by Friday 29 September 2017. **Please also state clearly on your application whether you wish to apply for the Regional Lead post in London or Yorkshire and Humber.**

**Shortlisting/Interview**

As these are volunteer posts, the intention at this time is to initially paper-sift applications by the 01 October 2017. The positions will likely be filled after reviewing the applications. However, depending on the volume of applications a brief telephone interview may be required to select the most appropriate person for the position.

Yours sincerely,

Simon O'Donoghue  
Head of Pastoral Support

NB: The development of our Emergency Response Initiative is being led by Richard Spedding, a retired police officer who has significant experience in civil contingency response. For more information about the Regional Lead post please contact Richard directly at [Richard@spdassistance.co.uk](mailto:Richard@spdassistance.co.uk).

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**Context**

This year the UK has witnessed not only horrific terrorist related attacks but also emergency incidents that have seen a huge loss of life and other humanitarian consequences. These are on top of regular emergency situations such as severe flooding, transport incidents, fuel shortages and fires.

Under the Civil Contingencies Act 2004 an emergency is defined as an: -

*“event or situation which threatens serious damage to human welfare in a place in the UK, the environment of a place in the UK, or war or terrorism which threatens serious damage to the security of the UK”.*

There are many ways the voluntary and faith sector can assist Category 1 Responders (police, fire and rescue, local authorities, ambulance service, HM coastguard, NHS, ambulance services, port health authorities and the environment agency) at an emergency incident.

Specifically, Humanists UK (for example through its trained network of pastoral carers and Humanist Celebrants) can assist in what is defined as the ‘Human Aspects’ of an incident which are the impacts on individuals (directly or indirectly) during and after an emergency incident. It may also refer to the activities carried out to support those affected.

The following is defined as the role and responsibility of voluntary organisations in emergencies: -

*Voluntary sector organisations have a range of capabilities to assist in emergency response and recovery, including those to address Human Aspects. As well as national organisations, local voluntary sector groups may be able to offer support following emergencies. Planners should therefore engage with a range of different voluntary groups in their area.*

There is a broad range of activities that can be included in ‘Human Aspects’ and these are included under the following headings of: -

- emotional support
- first aid
- shelter, food, clothing
- information updates about the incident and individuals directly involved
- advice and support on financial, legal and insurance issues
- support to restore social networks

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- opportunities for remembrance/memorialisation
- input into any evaluation process following the emergency

Humanists UK however cannot do this in isolation from other agencies. It is important that those organisations/agencies who can provide Human Aspect support and assistance work together to provide a co-ordinated response at a strategic level through the Emergency Planning Society (EPS) Human Aspects Group (HAG) and at a tactical level through local authority structured Local Resilience Forum's (LRF).

Voluntary and faith sector organisations must be seen to work together in their planning, organisation and response and many LRF's have separate groups for those who can provide human aspect assistance. In other words, generic 'Human Aspects' first and specific 'Humanist Support' second.

**What do we need?**

The Humanists UK membership (circa 20,000) and its accredited Pastoral Carers (157), and Celebrants (403) possess many skills and abilities, along with our sense of humanity, resulting in a high level of capability and capacity to support, with other voluntary and faith sectors, during and after an emergency incident.

Humanists UK have embarked on an ambitious project to provide this capability and capacity during an emergency incident and have decided upon a 'proportionate and risk-managed' approach to initially implement a pilot in the three government regions of the North West (Cheshire, Lancashire, Greater Manchester, Merseyside and Cumbria), Yorkshire and the Humber (South, North and West Yorkshire along with Humberside) and London. The North-West post is performed by the national lead.

We, therefore, require the other two regional lead posts to be filled to provide both regional and county level 'external' co-ordination with stakeholders and groups along with the 'internal' management of Humanists UK volunteers who will be our 'feet on the ground' during an emergency incident with other voluntary and faith sector groups. In the first instance, the posts will also be fundamental in helping us understand the local landscape in each region and shaping the strategic direction of the project as we move forward.

Post selection, the role will involve a high level of planning and preparation prior to the intended 'go live' date at the beginning of 2018. This will include managing: -

- Regional stakeholder analysis and engagement (LRF's, Emergency Planning Officers, Human Aspects Groups, Cat 1 Responders etc.).
- Recruitment and training of Humanists UK Emergency Incident Volunteers to a recognised and accredited standard.
- Regional and local plans, processes and procedure particularly around involvement in planned exercises.

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You will, therefore, join the project at a critical time and have the privilege of assisting in moulding the service and assistance to be provided.

**Emergency Incident Regional Lead Role Description**

**Key tasks and activities**

1. Data collection to develop an understanding of the required input from Humanists UK in relevant region.
2. Manage and co-ordinate regional Humanists UK emergency incident planning, preparation and 'live incident' activity.
3. Responsibility for the management and supervision of regional LRF engagement and planning.
4. Regional stakeholder engagement and management including Humanists UK pastoral and celebrant networks.
5. Humanists UK representative on LRF's and other identified groups.
6. Co-ordination of regional resources including mutual aid within local authority areas.
7. Recruitment and the co-ordination of training and development of regional Humanists UK Emergency Incident Volunteers.
8. Assist, where required, in local or regional command structures during a live incident and feedback through the debriefing process.

**Terms**

The role will be home based preferably within the region applied for.

All reasonable, and agreed, expenses will be paid for including travel carried out in this role, upon the provision of receipts.

You will be supported by ex-professionals in the Civil Contingencies arena. Each regional lead will be a paid member (by Humanists UK) of the Emergency Planning Society which grants access to a raft of CPD opportunities and the Humanists UK national lead will ensure your individual needs are identified and met. Humanists UK will also ensure you are vetted to the required level.

We expect this role will require each Regional Lead to contribute approximately two to three hours to the post each week.

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**PERSON SPECIFICATION**

<b>JOB TITLE</b>	<b>Emergency Incidents Regional Lead (London/Yorkshire and Humber)</b>
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<b>CHARACTERISTICS:</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>● Member of Humanists UK</li> </ul>	<ul style="list-style-type: none"> <li>● Any relevant qualification/training in planning and managing response to emergency/critical/major civil incidents</li> <li>● Any relevant management/leadership training/qualification</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>● Working within a multi-agency environment</li> <li>● Risk management</li> </ul>	<ul style="list-style-type: none"> <li>● Pastoral or celebrant experience</li> <li>● Working with individuals of other faiths or beliefs</li> <li>● Major/critical/emergency incident exposure and experience including 'preparation and planning'</li> <li>● Management/leadership of human resources</li> <li>● Writing project reports</li> <li>● Multi-agency planning environment</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>● Awareness of the role of chaplaincy / pastoral / celebrant support</li> </ul>	<ul style="list-style-type: none"> <li>● A sound knowledge of the 2004 Civil Contingencies Act and the JESIP Joint Doctrine – Interoperability Framework</li> <li>● Awareness of major/critical/emergency management principles, structures and methodology</li> </ul>

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<b>SKILLS</b>	<ul style="list-style-type: none"> <li>● Excellent interpersonal skills</li> <li>● Ability to work as part of a team</li> <li>● Ability to work under pressure within a defined structure</li> <li>● Good independent judgment</li> <li>● Problem solving, conflict management and decision-making skills</li> <li>● Motivational leader including wellbeing management</li> <li>● Excellent written and verbal communication skills</li> </ul>	<ul style="list-style-type: none"> <li>● Proactive and reactive approach</li> <li>● Negotiation skills and an ability to persuade based on sound evidence</li> <li>● Clear and concise writing style</li> <li>● Training and development experience</li> </ul>
<b>PERSONAL ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>● Real interest in and commitment to pastoral and celebrancy support as a means of improving the wellbeing of people in times of need</li> <li>● Willingness to work with a diverse range of people</li> <li>● Understanding and respect for the need for confidentiality</li> <li>● Reflective practitioner</li> <li>● High level of integrity</li> <li>● Be constructive to the opinions of others</li> <li>● Be supportive of the values of Humanists UK</li> <li>● Be able to arrive at evidenced collective decisions and stand by them</li> </ul>	<ul style="list-style-type: none"> <li>● Currently vetted to at least Baseline level</li> </ul>

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**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 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.

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- 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.