



## **Job Application Pack**

### **Assistant to Chief Executive**

**Deadline for Applications:** Tuesday 10 October 2017

**Role type:** Full-time position, permanent after a six-month probation period.

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

**Reports to** the Chief Executive.

**Salary** will be in a range up to £29,000.

**Other benefits:** interest free bicycle or season ticket loan; 6% matched pension contributions.



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 25 and hundreds of volunteers work hard to achieve this aim and we now have a vacancy for an Assistant to the Chief Executive.

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

It will not be essential to have experience as an assistant to apply for this role, but you will have to be a very organised person and have experience of working quickly and changing your priorities at a moment's notice. If you have experience of managing calendars and diaries and of administration of meetings then you will be at an advantage, but any transferable administrative skills at a high level will prepare you for this role.

### **Shortlisting and interviews**

Candidates short-listed for interview will be notified by **18.00 on Friday 13 October** 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 **Tuesday 24 October** at our offices at 39 Moreland Street, London EC1V 8BB.

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

Best wishes and good luck,

A handwritten signature in black ink that reads "Andrew Copson".

**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 65,000 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 Chief Executive's work**

The Chief Executive is responsible to the Board of Trustees for leading Humanists UK, safeguarding and promoting the vision, mission and values of Humanists UK, and ensuring its sustainable future and continuing growth.

The Assistant to the Chief Executive post provides administrative support in all areas of the Chief Executive's work, including in his role of supporting the Board. The Assistant books travel and meetings, takes minutes of a number of management meetings, and deals with the Chief Executive's correspondence.

We have a very busy Chief Executive with a full diary liable to short notice changes, and weekly national travel. We need an Assistant who can plan ahead, anticipate his needs, take the initiative in seeking ways to maximise his efficiency, and pay attention to detail in a very fast moving environment.



### **Role of the Assistant to the Chief Executive**

The Assistant to the Chief Executive position provides executive and administrative support to the Chief Executive.

### **Key Tasks and Activities**

1. Organising meetings and travel, drafting correspondence, inbox management, and maintaining electronic filing systems for the office of the Chief Executive.
2. Assisting in the preparation of papers for trustee meetings; taking minutes of trustee meetings, the AGM, and notes of other meetings, and preparing agendas as required.
3. Overseeing, administering, and managing the development of trustee induction processes and other trustee and governance processes.
4. Ensuring that policies and procedures and other relevant decisions by the Board of Trustees are recorded and readily accessible to the Board, Chief Executive, and other staff as required.
5. Supporting the work of the Senior Management Team and Directors in scheduling meetings, compiling and circulating papers, taking minutes, and arranging meeting logistics.
6. Assisting the Chief Executive in administering all functions of the Chief Executive's office.
7. Preparing reports, proposals, and presentations on behalf of the Chief Executive.
8. Any other reasonable tasks required by the Chief Executive.

This is a full-time permanent position based at Humanists UK's offices in London EC1.

The Assistant to the Chief Executive post reports directly to the Chief Executive.

Salary in a range up to £29,000; interest free bicycle or season ticket loan; up to 6% matched pension contributions upon successful completion of a six-month probation period.



## Person Specification

These criteria are divided into essential and desirable. Candidates must meet all the *essential* criteria to be interviewed 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)

Exceptional organisational and time management skills.	Application, Interview
Able to prioritise quickly in fast-changing circumstances and act immediately when necessary.	Application, Interview
Unflappable under pressure.	Application, Interview
Diplomatic, firm, and able to build excellent relationships with staff and external stakeholders.	Application, Interview
Exceptional IT skills including with CRM databases.	Application, Interview, Pre-interview task
Excellent and confident written communication skills.	Application, Interview, Pre-interview task
Knowledge of Google apps for work: email, calendar, drive, etc.	Application, Interview

### Desirable Criteria

**Measured**

Knowledge of shorthand.	Application, Interview
Experience of minute-taking	Application, Interview
Experience of working as an assistant to a senior executive.	Application, Interview

### 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.