



Job Application Pack **Administrative Officer**

Deadline for Applications: 27 November 2017

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

Location: Humanists UK offices, London EC1.

Reports to the Office and Administration Manager.

Salary will be in a range up to £25,500

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 Administrative Officer.

Is this the right position for you?

You'll have good administrative skills and able to work well in a team and also unsupervised. 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 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 'Administrative Officer' to tony@humanism.org.uk by **17.00 on Monday 27th November**.

Shortlisting and interviews

Candidates short-listed for interview will be notified by **18.00 on Friday 1 December** 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 **Thursday 7th December** at our offices at 39 Moreland Street, London EC1V 8BB.

If you have any questions about the post, please feel free to contact the Office and Administration Manager by email on tony@humanism.org.uk - he 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 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 Operations work

The Operations Team consists of:

- The Director of Operations;
- The Office and Administration Manager;
- A team of four Administrative Officers

In total, Humanists UK has a staff of 22, principally based at its offices in central London, and a constituency of over 65,000 members, donors, and supporters. Operations priorities include maintaining robust administrative and financial procedures and ensuring efficient and responsive supporter care.

Role of the Administrative Officers

The Administrative Officers provide assistance to the Office and Administration Manager with regards to general day-to-day administrative tasks and those related to our various departments, most often Community Services and Communications & Development. The Office and Administration Manager divides responsibilities between the four Administrative Officers as appropriate.

Key Tasks and Activities

1. To receive and deal with or refer appropriately telephone calls, emails, post, and visitors to the general office.
2. To help maintain the office environment by keeping the reception area tidy, watering the office plants, and providing other facilities-related support as required.
3. To maintain stocks of stationery and other office supplies.
4. To maintain the contact database of Humanists UK members and carry out entry and updates to this database, including celebrant data, membership records, financial transactions, shop orders, enquiries, and direct debit information.
5. To ensure dispatch of information packs, membership packs, merchandise orders, and other routine materials as appropriate such as receipts, thank you letters, and other routine correspondence.
6. To manage the membership process for both new and existing members, including sending out membership packs and cards as necessary, and contacting existing members when renewals are due.
7. To record financial information and implement agreed financial processes, including batching of payments (donations, membership subscriptions, quarterly levies, training fees, etc.), creating invoices, preparing invoices for authorisation and payment, running the petty-cash tin, and writing and sending out cheques.
8. To record information relating to ceremonies performed by celebrants in the Humanist Ceremonies™ network and produce reports.
9. To maintain and update information about Humanist Ceremonies™ on the relevant pages of the Humanists UK website; set up new websites for celebrants; respond to queries from members of the public about Humanist Ceremonies™; and help with marketing materials as required.
10. To administer training programmes for our three Community Services (Ceremonies, Education, and Pastoral Support), including researching, booking, and liaising with venues; assisting with the preparation, production, and maintenance of training materials; maintaining up-to-date records of trainees, courses, and payments of course fees; and providing information to trainees and trainers.
11. To provide administrative support for the Humanists UK Annual Conference and other Humanists UK events.
12. To assist with planning and administration of the Humanist Ceremonies™ Annual Conference and other events that may develop under the Community Services programmes of activity.
13. To provide occasional administrative support for Humanists UK Sections, including scheduling meetings, arranging meeting logistics, compiling and circulating papers, taking minutes, and maintaining filing systems as appropriate.
14. Any other reasonable tasks required by the Office and Administration Manager.

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

The Administrative Officers report directly to the Office and Administration Manager.

Salary in the region of £25,500; interest free bicycle or season ticket loan; 6% matched pension contributions upon successful completion of a three-month probation period.

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)

Experience of administration in an office environment.	Application, interview
Excellent IT skills using Microsoft Office.	Application, interview, interview task.
Experience of accurate data entry.	Application, interview, interview task.
Excellent organisational skills: multi-tasking, attention to detail, flexibility, etc.	Application, interview.
Excellent team-working skills combined with the ability to work unsupervised.	Application, interview.
Excellent interpersonal skills with a helpful and friendly attitude, with the ability to deal with demanding and assertive individuals with strong opinions.	Application, interview, interview task.

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

Experience of using Customer Relationship Management systems.	Application, interview, interview task.
Experience of providing executive assistance to senior staff (e.g., minuting and arranging meetings, booking travel).	Application, interview.
Experience of coordinating training programmes.	Application, interview.
Experience of working in the voluntary sector or a membership organisation.	Application, interview.
Experience of managing/supervising staff or volunteers	Application, Interview
Experience of using Google Suite	Application, interview, interview task.
Some experience of working with website content management systems.	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.