



Wales Humanists Dyneiddwyr Cymru

Application Pack

Thank you for your interest in this area of our work. Pages 2-3 of this pack give more details about the vacancy and page 4 contains the criteria against which we will be recruiting for these positions.

How to apply

Applicants should complete the application form. Forms should be completed electronically and returned by email with the subject 'Wales Humanists Committee' to tony@humanism.org.uk by **17.00 on Monday 21 May 2018**.

Short-listing and interviews

Candidates short-listed for interview will be notified no later than **18.00 on Thursday 25 May 2018** 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 the week commencing **4 June 2018** by Skype or face to face interview.

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

Yours sincerely,



Andrew Copson
Chief Executive

Humanists UK
39 Moreland Street
London EC1V 8BB

Humanists UK
Wales Humanists Committee

Job Description

Context

Humanists UK is the national charity working on behalf of non-religious people who seek to live ethical and fulfilling lives on the basis of reason and humanity.

Founded in 1896, Humanists UK is trusted by over 65,000 members and supporters and over 90 local and special interest affiliates to promote Humanism. Our policies are informed with the support of over 120 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 funerals and other non-religious ceremonies attended by over a million people each year.

What do we want?

We want a world where everyone lives cooperatively on the basis of shared human values and respect for human rights.

We want non-religious people to be confident in living ethical and fulfilling lives on the basis of reason and humanity.

What do we do?

We promote Humanism, represent the non-religious, and support those who wish to live humanist lives, including through the provision of humanist ceremonies.

We campaign for a secular state, challenge religious privilege, and promote equal treatment in law and policy of everyone regardless of religion or belief.

We offer a humanist perspective in public debate, drawing on contemporary humanist thought and the worldwide humanist tradition.

Our work in Wales

Humanists UK has a long history of working for legislative and social changes in Wales, with many proud successes. Through Wales Humanists, we're working to strengthen humanist organisation in Wales further. The Wales Humanists Committee was established to pursue Humanists UK's aims in Wales and supervise and assist the work of our dedicated Wales Humanists Development Officer.

Humanists UK
Wales Humanists Committee

Role of the Wales Humanists Committee Members

The Wales Humanists Committee is responsible to the Chief Executive for advising on and supporting the development of Humanists UK's work in Wales and acting as the reference group for the Wales Humanists Development Officer.

Key Tasks and Activities of the Committee

- Agreeing and proposing any changes to the Wales Humanists development plan for adoption by the Chief Executive and implementation by the Wales Development Officer.
- Advising Humanists UK's management on the implementation of Humanists UK's Aims and Strategies in Wales, including Humanists UK's public policy aims, the provision of community services, and defending and developing further the national secularism of the political constitution of Wales.
- Helping to make as many Humanists UK materials available in Welsh as soon as possible, including press releases, resources on humanism, resources for celebrants and resources for schools.
- Supporting any staff, consultants, or volunteers retained by Humanists UK to work on Welsh matters, whether retained to work specifically on such matters or in the course of their general duties when those duties have a Welsh dimension.

The Chair of the Committee is responsible for providing a Wales perspective on any of Humanists UK's work, including at the stage when central management is planning new work programmes.

The Chair and six members of the Committee are appointed by the Chief Executive. Any Wales coordinators appointed in connection with any of Humanists UK's community services (e.g. Ceremonies, Pastoral Support, Education) are members of the Committee *ex officio*.

The Committee meets every month, usually by Skype, with face-to-face meetings taking place quarterly in Swansea. Committee members are also required to commit to the time necessary to read and assimilate papers in advance of meetings, as well as dedicating time as necessary to support the work of the Wales Humanists Development Officer, where practical.

**Humanists UK
Wales Humanists Committee**

Person Specification

These criteria are divided into essential and desirable. Applicants not meeting all the criteria are less likely to be invited to join the committee than applicants meeting them all. However, we may invite applicants who do not meet all the criteria if we see they have exceptional strengths in some areas in which we need expertise.

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)

Humanist beliefs and a commitment to the aims of Humanists UK	Application, interview
Resident in Wales	Application
Excellent interpersonal skills and the ability to work as part of a team	Application, interview
Proven ability to work at a strategic level	Application, interview
Willingness to speak your mind	Application, interview
Good independent judgement	Application, interview
Experience supporting staff to achieve agreed goals	Application, interview

Desirable Criteria

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

Recent or current professional experience in either the education or healthcare sectors	Application, interview
Professional experience of either marketing, fundraising, or PR	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.