



Job Application Pack

Education Campaigns Manager

Deadline for Applications: 17:00 on Monday 25 June

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

Location: Humanists UK offices, London EC1.

Reports to Director of Public Affairs and Policy.

Salary will be in a range up to £33,000

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 22 and hundreds of volunteers work hard to achieve this aim and we now have a vacancy for an Education Campaigns Manager.

Is this the right position for you?

You'll have excellent organisational and administration skills, including the ability to work to often very tight 'same-day' deadlines. Able to work effectively as part of a team and to take the initiative. 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 "**Education Campaigns Manager**" to tony@humanism.org.uk by **17:00 on Monday 25 June**

Shortlisting and interviews

Candidates short-listed for interview will be notified by **17:00 on Friday 29 June** 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 in the week commencing **9 July 2018** at our offices at 39 Moreland Street, London EC1V 8BB.

If you have any questions about the post, please feel free to contact Richy Thompson by email on richy@humanism.org.uk - they 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 70,000 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 Public Affairs and Policy work

Humanists UK devotes much of its time to campaigning and lobbying domestically and internationally on behalf of the non-religious as well as for freedom of religion, belief, speech, thought, and expression more generally. We work for an open society and a secular state with no privilege or discrimination based on religion or belief. We also campaign for a rational approach to public ethical issues in order to contribute to a public life where decisions are made on evidence rather than doctrine.

We classify our public affairs work in four areas:

- **human rights and equality**, including the need to defend and strengthen the current legal settlement, work related to the specific rights of freedom of religion or belief, freedom of speech and expression (including issues related to harassment and incitement, free speech on campus, and advertising), children's rights and socio-economic rights, and issues to do with conscientious objection, marriage laws, chaplaincy/pastoral support, and broadcasting;
- **secularism**, including the need for constitutional reforms such as disestablishment and removing the bishops from the House of Lords, the relationship between Government and faith communities, national ceremonies such as Remembrance, and public service reform;
- **public ethical issues**, including assisted dying, abortion and other sexual and reproductive rights, human tissues, organ donation, homeopathy, animal welfare, and the genital mutilation of children;
- **schools and education**, including 'faith' schools, Religious Education, Science including evolution and creationism, PSHE and sex and relationships education, and collective worship.

In addition to the Education Campaigns Manager, Humanists UK's Public Affairs and Policy team currently consists of a Director of Public Affairs and Policy and a Campaigns Officer. The Education Campaigns Manager we are currently recruiting will be primarily responsible for campaigning work related to schools and education, whereas the Director of Public Affairs and Policy and the Campaigns Officer are primarily responsible for the other three areas of work.

The Education Campaigns Manager will also be responsible for a number of more general areas of Humanists UK's work, for example managing our in-office volunteers, and much of the work administering our APPG.

Role of the Education Campaigns Manager

The Education Campaigns Manager is responsible to the Director of Public Affairs and Policy for the achievement of the public policy objectives of Humanists UK in relation to schools, education, and young people's rights on a national and local level, namely:

- that there should be no employment discrimination or discrimination in admissions based on religion or belief;
- that there should be objective, fair, and balanced beliefs and values education and no confessional religious education;
- that assemblies should be inclusive of all pupils;
- that rational and inclusive education practices should be enhanced and defended across the curriculum;
- that children's rights to education and to freedom of religion and belief should be upheld;
- that women and girls' sexual and reproductive rights should be enhanced, in particular the right to choose whether to have an abortion;

through reactive and proactive campaigns including local, national, media, public and parliamentary campaigning.

Key Tasks and Activities

General duties

1. To monitor:

- o the development of government policies
- o parliamentary activity
- o activities of public bodies
- o relevant online, print and broadcast media coverage

around issues engaging the interests of Humanists UK that are related to education and children's rights:

- o produce and submit timely, detailed, and appropriate responses to government and other public body consultations
- o produce and submit timely, detailed, and appropriate responses to parliamentary committees
- o place stories in the media e.g. through letters to editors, press releases, or contacting individual journalists or correspondents.

2. To maintain and develop Humanists UK's relationship with:

- o the Department for Education and associated agencies, participating in working parties and consultations
- o the All Party Parliamentary Humanist Group, providing its members with briefings on Bills before Parliament, and providing members with other briefings, PQs and EDMs etc as required

- o individual parliamentarians and their staff, providing them with e.g. briefings on Bills before Parliament, and providing members with other briefings, PQs and EDMs etc as required
 - o humanist groups within political parties, providing them with briefings and supporting their growth and development
 - o relevant print, online and broadcast journalists including sectoral media relating to education, equality, and human rights
 - o experts in relevant fields who can advise Humanists UK on policy development and carry out research for Humanists UK policy development, including members of Humanists UK sections including the Humanist Philosophers, Humanist Lawyers, and Councillors Network
 - o organisations and individuals in public life sympathetic with Humanists UK's objectives.
3. To communicate and draw attention to Humanists UK's policies by
- o writing and distributing press releases and news releases as required
 - o ensuring relevant policies and campaigns pages on Humanists UK website are kept updated
 - o deputising for the Director of Public Affairs and Policy in speaking on behalf of Humanists UK in broadcast, print and online media
 - o attending and representing Humanists UK at appropriate events, including public speaking engagements, meetings of relevant coalitions, affiliations, consortiums, and party conferences.
4. To work on relevant legislation and other legal avenues pursuant to Humanists UK's campaigning aims on Faith Schools and Education.
5. To develop and refine mechanisms to facilitate lobbying by Humanists UK members, humanist groups and supportive members of the public on issues of interest to Humanists UK.
6. To research how membership and local groups can add impact and influence to campaign activity, and to initiate and support local campaigns of humanists and others.
7. To develop materials for group and individual activists to support them in their work.
8. To maintain specialist Humanists UK groups such as Humanists UK Local Representatives, Humanist Lawyers, and Humanist Councillors Network, providing them with briefings and supporting their growth and development.
9. Any other reasonable duties as required by the Director of Public Affairs and Policy.

Specific responsibilities

1. To assist in contributing to the work of Accord Coalition and the Fair Admissions Campaign on behalf of Humanists UK.
2. To work with other staff to seek funding for a continuation of the post, and the financing of campaign work on faith schools in general.
3. To advise and support Humanists UK members and members of the public on education issues, e.g. faith school admissions, school transport, withdrawal from RE or collective worship.
4. To answer other non-routine information or advice requests from governors and teachers at schools and colleges, teacher trainers, parents, members, academic researchers, and the public.

5. To represent Humanists UK at meetings of relevant education groups, including SEF, the REC, CRAE, OCC, etc.
6. To advise RE advisers and Standing Advisory Councils on RE (SACREs) on the inclusion of humanists on SACREs, including assisting SACREs to find humanists and supporting humanist applications to SACREs.
7. To advise and support humanists on SACREs and humanists working with SACREs, including the organisation of one annual meeting of humanists to network and exchange information.

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

The Education Campaigns Manager reports directly to the Director of Public Affairs and Policy. They will also have the ongoing support of volunteers for discrete projects.

Salary in the region up to £33,000; 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)

Demonstrable commitment to the campaigning aims of Humanists UK	Application, interview
Excellent oral and written communication skills, including the ability to produce press releases, research papers, and briefings	Application, interview, pre-interview task
Excellent IT skills, including Word, Excel, and databases	Application, interview, pre-interview task
Experience of lobbying	Application, interview
Excellent research skills, e.g. internet research	Application, interview, pre-interview task
Confident speaker, able to address diverse audiences	Application, interview, pre-interview task
Excellent organisational and administration skills, including the ability to work to often very tight 'same-day' deadlines	Application, interview
Ability to work effectively as part of a team and to take the initiative	Interview
Ability to work occasional weekends and evenings if required, with time off in lieu for evening/weekend work	Interview

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

Policy or campaigning experience in education	Application, interview
Experience managing Westminster stakeholders, e.g. through an APPG, and/or working with wider civil society to achieve campaigning aims	Application, interview
Experience of planning in order to achieve public affairs goals	Application, interview
Experience managing volunteers	Application, interview
Policy or campaigning experience in education	Application, interview
Experience managing Westminster stakeholders, e.g. through an APPG, and/or working with wider civil society to achieve campaigning aims	Application, interview
Experience of planning in order to achieve public affairs goals	Application, interview
Experience managing volunteers	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.