



Job Application Pack Communications and Development Executive

Deadline for Applications: 31 March 2019

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

Location: Humanists UK offices, London EC1.

Reports to the Chief Executive.

Salary will be up to £30,000

Other benefits: interest free bicycle or season ticket loan; 6% matched pension contributions; BUPA Annual health screening; Birthday leave; Job sharing for this role will be considered on request.

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 30 and hundreds of volunteers work hard to achieve this aim and we now have a vacancy for a Communications and Development Executive to work directly with me.

Is this the right position for you?

You'll have excellent communication skills verbally and in writing and an ability to build good long term relationships with donors and other important stakeholders. You'll be an excellent writer, able to write in another's voice as well as your own in order to draft communications of a number of types. You will have a good grasp of the news agenda, possibly with related experience in a political or NGO office. 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 'Communications and Development Executive' to hr@humanism.org.uk by **23:00 on 31 March 2019**.

Shortlisting and interviews

Candidates short-listed for interview will certainly be notified by **17:00 on 3 April** 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 **8 April** 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 andrew@humanists.uk and I 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 Communications and Development work

In total, Humanists UK has a staff of 30, principally based at its offices in central London, and a constituency of over 70,000 members, donors, and supporters.

The Communications and Development Executive is part of the office of our Chief Executive, working directly with in the areas of major donors, patrons, and communications work in his name. The postholder will also work with our Communications and Development team and our Public Affairs and Policy team.

Our Communications and Development team consists of four staff, responsible for our fundraising, digital communications, and supporter communications. Our Public Affairs and Policy team consists of five staff, responsible for our political advocacy, strategic litigation, and our press work.

Role of the Communications and Development Executive

The Communications and Development Executive supports the fundraising, relationship management, and personal communications work of the Chief Executive.

Key Tasks and Activities

1. Overseeing, administering, and managing the development of the Blackham Society major donor circle and the Chief Executive's relationships with other major donors.
2. Managing the communications work of the Chief Executive with patrons.
3. Developing and implementing strategies for engaging patrons to achieve Humanist UK's aims.
4. Maintaining database records on patrons, major donors, and other stakeholders.
5. Drafting, revising, and publishing communications from the Chief Executive in media and social media.
6. Preparing reports, proposals, articles, and presentations on behalf of the Chief Executive.
7. 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 Communications and Development Executive reports directly to the Chief Executive.

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)

Excellent writing skills, including an ability to write with concision and for different audiences	Application, Interview task
Experience of professional communication through social media	Application
Ability to be creative and innovative in planning communications initiatives	Application, Pre-interview task
Ability to develop relationships with important stakeholders with tact and diplomacy	Application, Interview task
Ability to work with databases	Application, Interview task

Desirable Criteria

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

Experience of writing and communicating on behalf of another	Application
Experience of CRM databases	Application
Experience of responding to the news agenda in a professional setting	Application

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.