



**Application Pack**  
**Branch Administrator:**  
**Liverpool Branch**

**Deadline for Applications:** Wednesday 13 February at 17:00

**Role type:** Consultancy

**Location:** Liverpool

**Reports to:** Liverpool Humanists Chair

**Fee payable** £750, payable in 3 instalments of £250 on completion of agreed work over a fixed term of three months, commencing as soon as possible.

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 short term fixed consultancy for a Branch Administrator at our Liverpool Branch.

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

You'll have good administrative skills and able to work well unsupervised. You will have to be a very organised person with IT and social media skills which are key for this short term role. 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 'Branch Administrator - Liverpool Branch' to [hr@humanism.org.uk](mailto:hr@humanism.org.uk) by **17:00 on 13 February 2019**.

### **Shortlisting and interviews**

Candidates shortlisted for interview will be notified by **17:00 on Wednesday 13 February** 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 at **Quaker Meeting House Liverpool, 22 School Lane, Liverpool L1 3BT** between **15:00-18:00** on **Wednesday 20 February**.

If you have any questions about the post, please feel free to contact Sophie Colligan, Liverpool Humanists Chair, by email at [chair-liverpool@humanistgroups.org.uk](mailto:chair-liverpool@humanistgroups.org.uk) - she will be very happy to talk more about the role with you.

Best wishes and good luck,

**Teddy Prout, Director of Community Services**

## **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.

## **The role of Liverpool Branch**

Liverpool Humanists is a local branch of Humanists UK. Established in 2018, we have since gone from strength to strength, now hosting regular talks, socials and other events which are well-attended by a wide age range of members. We see the 'Branch Administrator' role as key to maintaining this enthusiastic level of membership, by keeping in touch with members, our executive committee and key staff at Humanists UK. As a new branch, we need someone who is able to create and establish this exciting new role with us.

### **Role of the Branch Administrator - Liverpool Branch**

The Branch Administrator will help establish a permanent voluntary role that will be responsible for making sure a record of meetings and decisions are kept, that the shared drive is up to date, and that members and supporters in the branch area are kept informed about events, activities, campaigns, and general news. The post-holder will be responsible for informing Humanists UK of any changes to the membership.

The successful applicant will manage their own time and workload.

## Key Tasks and Activities

<b>BRANCH ADMINISTRATOR</b>					
<b>The purpose of this position is to create permanent voluntary committee role/s in line with the responsibilities below. These tasks will also be carried out by the postholder during their fixed term with us.</b>					
<b>Meetings</b>	<b>Socials and events</b>	<b>Membership</b>	<b>Committee</b>	<b>Humanists UK/ Local Groups</b>	<b>Social Media/Web Presence</b>
Maintain diaries and arrange executive committee meetings every two months at least.	Book rooms/ table at events venues.	Update records/ maintain effective records and administration.	Monitor progress of action points arising from committee meetings.	Liaise with Humanists UK regarding any relevant member queries etc.	List each event on: <ul style="list-style-type: none"> <li>● Facebook page</li> <li>● Twitter</li> <li>● Meetup</li> <li>● Eventbrite (if applicable)</li> <li>● <i>News From Nowhere</i> Bookshop</li> </ul>
Take notes and type up minutes, including possible agenda items for the following meeting and an 'Actions' section. Distribute minutes with committee within one week of the meeting.	Keep a register of attendance numbers.	Welcome new members (inc Meetup and Facebook) with info of Liverpool Humanists and Humanists UK (links to join/register).		Notify 'CommDev' email address at Humanists UK of details of upcoming events, with AT LEAST 3 weeks' notice.	Share to: Local humanist Facebook groups (GMH, Chester, Wrexham, Lancs, West Yorks) and other related Merseyside groups.
The successful candidate will be able to attend committee meetings on the evenings of 13th March and 24th April.		Be available to respond to occasional email queries from members.			Create reminders on all of the above a couple of days before each event.

NB: Social Media tasks (shaded in grey) may to be taken over by an Events Officer once this role becomes voluntary.

## Person Specification

All criteria will be measured by the means noted in the right column.

### Person Specification Criteria

**Measured** (Application, interview task and/or interview)

Interested in actively supporting the development of a local humanist group and community.	Application and Interview
Strong IT skills, able to use Word, Google Docs, Facebook, Excel, Meetup, Twitter.	Application and Interview
Experience of and enthusiasm for working in a team, in order to be able to support the executive committee in achieving the group's Action Plan.	Application and Interview
Good time management, with an ability to meet deadlines and prioritise executive committee's action points and workloads.	Application and 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.