



Volunteer Application Pack **Faith to Faithless Chair**

Deadline for Applications: 21:00 Sunday 31 March

Role type: Volunteer.

Reports to Director of Community Services.

Expenses travel expenses will be reimbursed.

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 require a volunteer to act as Chair of our Faith to Faithless programme.

Is this the right position for you?

You'll have good organising skills and able to work well in a team and also unsupervised. You will have to have experience of working quickly and be comfortable being the public face of a national programme. 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 'Chair - FtF' to hr@humanism.org.uk by **21:00 on Sunday 31 March**.

Shortlisting and interviews

Candidates short-listed for interview will be notified by **17:00 on Tuesday 2 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 during the week commencing **Monday 8 April** via a conference call or at our offices at 39 Moreland Street, London EC1V 8BB.

If you have any questions about the post, please feel free to contact the recruiting manager, Teddy Prout, by email on teddy@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 85,000 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 Community Services work

The Department Team consists of:

- The Director of Community Services
- Director of Understanding Humanism
- Director of Humanist Care
- Head of Ceremonies
- Student and Youth Coordinator
- Education officer

Additionally, the department is supported by hundreds of volunteers running sections like LGBT Humanists, programmes like our dialogue activities, and engaging in our work at a local level as a celebrant, pastoral carer, school speaker, and in many other roles.

Role of the Chair of Faith to Faithless

The Chair is responsible for leading the Faith to Faithless committee and for working with the Project Manager and the Director of Community Services (DCS) to ensure delivery of the workplan. The Chair is the public face of the programme and responsible for speaking at various events where the voice of apostates and those who support them is needed.

The Chair also has a role in other key processes, such as responding to media enquiries, and is responsible for chairing committee meetings. The Chair works together with the DCS to set the agenda for the committee meetings.

The Chairship is a three-year appointment.

Key Tasks and Activities

1. Chair committee meetings and ensure strategic advice is available for action planning
2. Be available to speak to journalists and media representatives when asked to do so by the Press Officer
3. Lead on the organisation and content of the major events of FtF (at conferences and significant panel or speaker events)
4. Lead on the commissioning of assets and resources required for the programme to carry out its work

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 organisational and time management skills. | Application |
| Confident speaking in public | Interview |
| Able to think strategically | Interview |
| Experience of leading a team | Application |

Desirable Criteria

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

| | |
|--|-----------------------|
| Identifies as an apostate | Application/interview |
| Able to enthuse volunteers | Interview |
| IT literate (especially with google systems) | Application |
| Able to talk to the media | 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.