



Job Application Pack

Humanist Heritage Coordinator

Deadline for Applications: 17 May 2019

Role type: Part time position (four days per week), fixed term for two years after a two-month probation.

Location: Three days per week at Humanists UK offices, London EC1 and one day at Conway Hall, London WC1

Reports to Director of Understanding Humanism

Salary will be in a range up to £24,000 for four days per week

Other benefits: interest free bicycle or season ticket loan; 6% matched pension contributions; BUPA Annual health screening; Birthday leave

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 Coordinator for our Humanist Heritage project.

Is this the right position for you?

You'll have a passion for humanism and for history, for uncovering lost stories and sharing forgotten narratives. Excellent administrative skills and a proven ability to work unsupervised will be combined with a eagerness to learn new skills and see a complicated project through to completion on time and on budget. If this sounds like you, please apply today!

Completed application forms should be returned electronically by email with the subject 'Humanist Heritage Coordinator' to hr@humanism.org.uk by **21:00 on 17 May 2019**.

Shortlisting and interviews

Candidates shortlisted for interview will be notified by **17:00 on 20 May** 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 **22 May** 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 chiefexec@humanism.org.uk - 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 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.

Role of the Humanist Heritage Coordinator

The Coordinator will ensure delivery of the Humanist Heritage project, a two year project to comprehensively document the history of humanist thinking in the UK, and ensure the framework is in place for this to be maintained for future generations.

The principal output will be an online map and biographical resource, a [previous trial iteration of which is still online](#).

Other outputs will be: wikipedia articles on aspects of humanist history; resources for schools; research workshops. These will be produced in collaboration with Conway Hall, whose resources on the history of humanism in the UK are substantial, and making use of material from the Bishopsgate Institute, which houses the archives of Humanists UK and its predecessor organisations.

The Coordinator will also be responsible for developing partnerships with other organisations in preparation for Humanist UK's 125th anniversary in 2021.

Person Specification

These criteria are divided into essential and desirable. Candidates demonstrating that they meet 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 interest in humanism and its history	Application, pre-interview task, interview
Excellent writing skills for a variety of audiences	Application, pre-interview task, interview task, interview
Excellent research skills	Application, interview
Excellent IT skills	Application, pre-interview task, interview
Excellent organisation skills, including the ability to work unsupervised	Application, pre-interview task, interview task and/or interview

Desirable Criteria

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

Experience writing copy for online	Application, interview task, interview
Experience editing websites with Wordpress	Application, interview
Project management experience	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.