

Humanists UK
Application Pack for Pastoral Support Project Assistant



Thank you for your interest in this position. Pages 2-3 of this pack give more details about the vacancy and page 4 contains the criteria against which we will be recruiting for the role.

How to apply

Applicants should complete the application form. Forms should be completed electronically and returned by email with the subject 'Project Assistant' to hr@humanism.org.uk by **midnight** on **13 September 2019**

Shortlisting and interviews

Candidates short-listed for interview will be notified by **18 September** and I regret that we do not have the resources to inform other applicants that they have not been shortlisted.

If you have any questions about the post, please feel free to contact me on 020 7324 3069 or at simon@humanism.org.uk

Yours sincerely,

Simon O'Donoghue
Director of Humanist Care

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Pastoral Support Project Assistant Role Description

The Non-Religious Pastoral Support Network (NRPSN) was established by Humanists UK in 2016 and aims to achieve access for every non-religious person in institutional and community settings to emotional, moral, pastoral, and spiritual support from like-minded carers.

We operate a network of trained and accredited pastoral support providers. Through our network we are committed to ensuring that non-religious people have access to pastoral support which reflects their worldview and is provided by like-minded individuals. We believe that everyone needs compassion and empathy when going through particularly difficult times, irrespective of beliefs. For this reason, we are building a network of non-religious pastoral carers, to strengthen the care provision which is currently overwhelmingly religious.

We continue to train and develop our network to provide this support, however, over the last twelve months we have looked to expand the range of care services that we provide under the banner of 'Humanist Care'. For example, we are currently developing projects that focus on peer support groups for apostates, community based loneliness services, and other areas where demand for our services are increasing. Due to the number and complexity of the projects we are currently working on, we are seeking a Project Assistant to support the Director of Humanist Care in the delivery of a number of projects throughout their life cycles.

Key tasks and activities

1. Liaising with partner organisations
2. Researching relevant areas of information and producing recommendations
3. Writing project reports and supporting materials
4. Supporting the Director of Humanist Care in the delivery care of related projects, like the loneliness agenda, peer support groups, and NHS commissioned projects
5. Evaluating project development against intended outcomes and making recommendations
6. Carrying out any other duties as directed by the Director of Humanist Care

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Terms

This is a consultancy role for an initial period of four months, there may be the opportunity to extend this. Successful candidates will commence this role as soon as possible once satisfactory references have been received.

The role will be office based for two days per week (14 hours), however, we can be flexible with the way in which these hours are allocated. The appointment will be as a consultant on a self-employed contract, which will be reviewed at the end of the initial contract. Consultancy fees will be paid at £3200 for the four month period.

All reasonable, and agreed, expenses will be paid for travel for work carried out in this role, upon the provision of receipts.

PERSON SPECIFICATION

JOB TITLE	Pastoral Support Project Assistant	
CHARACTERISTICS:	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none">• Degree level qualification or higher	<ul style="list-style-type: none">• Any qualification in project management, healthcare management, or NGO/charity management• A thorough understanding of the Humanists UK's work, the NRPSN, and Faith to Faithless
EXPERIENCE	<ul style="list-style-type: none">• Assisting on or delivering large scale projects• Project administration support	<ul style="list-style-type: none">• Previous pastoral work• Working with individuals of other faiths or beliefs• Paid or voluntary work in the civil society or public sector• NHS procurement processes

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		<ul style="list-style-type: none"> ● Writing project reports ● Experience of empirical research processes ● Data analysis
KNOWLEDGE	<ul style="list-style-type: none"> ● A good knowledge of equality and diversity issues ● Awareness of the role of chaplaincy / pastoral support in institutions ● Knowledge of project life cycles 	<ul style="list-style-type: none"> ● Working knowledge of Google Drive ● Knowledge of chaplaincy bodies related to the NHS ● Knowledge of the Equality Act 2010 ● Use of project management systems
SKILLS	<ul style="list-style-type: none"> ● Excellent interpersonal skills ● Ability to work as part of a team ● Good independent judgment ● Problem solving and decision making skills ● Good literacy and numeracy ● Excellent written and verbal reporting skills ● Project management 	<ul style="list-style-type: none"> ● Proactive approach ● IT proficiency ● Negotiation skills and an ability to persuade ● Ability to collate and present large quantities of information ● Clear and concise writing style
PERSONAL ATTRIBUTES (All essential)	<ul style="list-style-type: none"> ● Real interest in and commitment to pastoral support as a means of improving the wellbeing of people in institutions ● Willingness to work with a diverse range of people 	

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	<ul style="list-style-type: none">● Understanding and respect for the need for confidentiality● High level of integrity● Be constructive to the opinions of others● Be supportive of the values of NRPSN and Humanists UK● Be able to arrive at collective decisions and stand by them	
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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 requirements.

Humanists UK 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.

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- 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.