



Volunteer Application Pack **Young Humanists Secretary**

Deadline for Applications: 26 January 2020

Role type: Volunteer

Location: Remote, home based.

Reports to Coordinator, Young Humanists

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 31 and hundreds of volunteers work hard to achieve this aim and we now have a vacancy for a **Young Humanists Secretary**.

Is this the right position for you?

You will be a motivated, dedicated, and organised person with great communication skills, who is enthusiastic about volunteering their time and skills to support Young Humanists and have ideas about how the section can reach the growing number of young people who are living without religion in the UK.

If this sounds like you send your CV and cover letter, detailing how you match the person specification on page 7 by email with the subject '**Young Humanists Secretary**' to hr@humanism.org.uk by **21:00 on 26th January 2020**.

Shortlisting and interviews

Candidates short-listed for interview will be notified by **18:00 on Thursday 30th January** 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 in the **week commencing Monday 10th February** at our offices at 39 Moreland Street, London EC1V 8BB (telephone and skype interviews can arranged by request)

If you have any questions about the post, feel free to contact Lauren Nicholas, Coordinator, Young Humanists by email lauren@younghumanists.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

This post sits in our Community Services department. Humanists UK provides direct support, guidance, and services. This work breaks down into six areas:

- **Ceremonies**, where we provide training and accreditation for a network of humanist celebrants to conduct funerals, weddings, and namings;
- **Pastoral support**, where we provide training and accreditation for a network of pastoral carers who provide emotional support for those in institutions where they need access to like-minded support (like hospitals, hospices, and prisons);
- **Education**, which includes the provision of resources on humanism for teachers, students, parents, and other educational environments. This also includes operating a network of school speakers to visit schools;
- **Apostate support**, which is provided by our programme Faith to Faithless, which provides those who leave high-control religions with peer support, advice and guidance, as well as advising public bodies and the third sector on how to support such individuals;
- **Dialogue**, where we engage in conversations and events that promote a better understanding of humanism with religious people and organisations;
- **Support for specific communities**, which includes providing community and support for LGBT people, university students, serving and veteran members of the armed forces, and humanists in specific locations.

This work is overseen by the Director of Community Services. In terms of other staff, there is a Head of Ceremonies, Head of Humanist Care, Director of Understanding Humanism, and the Community Services Development Officer, while a project manager looks after Faith to Faithless.

The other programmes and services are managed by volunteers.

Young Humanists

Young Humanists UK is the voice for non-religious young people. Two thirds of young people are non-religious. We provide them with the community and platform that their voices deserve. We think young people have a right to be heard and that more should be done to ensure policy reflects their views.

We provide a community and a national platform for young non-religious people in order to change policy and public opinion.

Community organising is disproportionately led by religious institutions, meaning most young people are excluded from participating in civic activities with like-minded people.

Younger people today enjoy fewer opportunities for personal development, lower living standards, and higher incidences of mental health issues, than in previous generations, by bringing non-religious young people together in a variety of social and formal settings, we help them to develop their own views and build a movement that will fight for a more secular society

How we work

Young Humanists is led by a committee that drives national and regional events throughout the year. They are supported by a team of local Ambassadors, who are the 'on the ground' representatives, working as part of local humanist or other community groups. We also have a team of volunteers specialising in areas like social media, design and research, who support the committee and individual Ambassadors.

Role of the Young Humanists Secretary

The Young Humanists Executive Committee

The Executive Committee is made up of four members appointed by Humanists UK: the Coordinator, the Events Manager, the Secretary and the Communications Manager.

We are seeking a dedicated and driven individual to join our Committee, to assist in delivering the three strategic aims of Young Humanists:

- Supporting our members
- Enhancing the activities of Humanists UK
- Attracting new members

All Young Humanists volunteers should be aged 18 to 35 (with eligibility ending the day before the officer's 36th birthday).

Key Tasks and Activities

The Secretary role on the Young Humanists Executive Committee includes:

Volunteer management and communication

- Managing and developing the induction process for Ambassadors
- Getting regular updates from our Ambassadors, and being the key contact for them
- Ensuring our volunteer communities are up to date with all volunteering opportunities and activities
- Maintaining our database of volunteers
- Keeping volunteer resources up to date (e.g. map of where they are located, and guides we create that are relevant to their work)

Committee meetings

- Circulating agenda/papers for committee meetings
- Writing and sharing minutes and actions after each committee meeting, and following up on actions

Other

- Attending events
- Ad hoc to support the rest of the committee during busy periods (e.g. run up to events)

While there are no set hours we expect that up to four hours per week on average may be spent on the role, with this possibly increasing in the run up to Young Humanists' events.

Much of the work can be done remotely, but it is required that the post holder be based in the UK. The Executive Committee have a monthly meeting, usually held via Google Hangouts.

Positions are voluntary, but Humanists UK will cover reasonable expenses

Why volunteer for Young Humanists?

In return for giving your time and energy to Humanists UK, you will get the chance to develop new skills helpful to any future careers, but will be especially relevant to anyone planning to work in the Humanist movement or the wider charity sector.

There will be plenty of opportunities to enjoy yourself at the various socials, and you can expect to meet a wide range of interesting people from different walks of life.

- Becoming a volunteer for Young Humanists gives you the opportunity to:
- Play a pivotal role in growing the humanist movement and community
- Build up CPD hours and improve your CV
- Gain invaluable experience in project management, event planning, public speaking, networking, and marketing
- Get involved in local community projects
- Meet new people, locally and nationally, extending your social and professional circles.

Person Specification

Ideal candidates will be motivated, dedicated, and organised people with great communication skills, who are enthusiastic about Young Humanists and have ideas about how the section can reach the growing number of younger people who are living without religion in the UK.

You will need to be 18 to 35, supportive of the aims of Humanists UK and willing to give about four hours a week to the role.

Some knowledge and understanding of humanism and the aims of Humanists UK is essential for this role.

You might also have skills from your work, studies, or volunteering that lend themselves well to this role. You can see the role as an opportunity to develop your skills further in some of these areas. The things we're looking for include:

Criteria

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

Experience of volunteer management	Application, interview
Experience of servicing committees	Application, interview
Experience with task management of others	Application, interview
Experience of maintaining databases	Application, interview
Recruitment of members, supporters, volunteers or staff	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.