



Job Application Pack

Director of Ceremonies

Deadline for Applications: 09:00 Monday 7 December

Role type: Part-time position (21 hours per week), permanent after a three-month probation period.

Location: Home-based with occasional travel to our offices in central London

Reports to the Director of Community Services.

Salary will be in the region of £42,000 for 21 hours per week (£70k FTE)

Other benefits: interest free bicycle or season ticket loan; 6% matched pension contributions; BUPA Annual health screening; Birthday leave; Health Assured online wellbeing access.

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 29 and hundreds of volunteers work hard to achieve this aim and we now have a vacancy for a Director of Ceremonies.

Is this the right position for you?

As the Director of Ceremonies you will have proven skills of business development within the public, commercial, or charity sectors and experience in changing the landscape for a service they have successfully and positively transformed. In tune with our values and aspirations, you will be committed to developing first class services for couples and families.

If this sounds like you, complete the application form, detailing how you match the person specification on page 6. **CV's and cover letters are not accepted, please do not submit them.**

Completed forms should be returned electronically by email with the subject '**DOC**' to hr@humanism.org.uk by **09:00 on Monday 7 December.**

Shortlisting and interviews

Candidates short-listed for an interview will be notified by **17:00 on Wednesday 9 December.** Interviews for shortlisted candidates will be held during **the week commencing 14 December via Zoom.**

If you have any questions about the post, please feel free to contact our Director of Community Services, Teddy Prout, by email on teddy@humanism.org.uk - he 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 100,000 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 ceremonies work

We pioneered non-religious ceremonies in the UK, and have been providing them to the public for many decades. Today we do this through a network of accredited celebrants to provide non-religious ceremonies in England, Wales, and Northern Ireland, which is the longest established network of celebrants in the UK and is proud to be the only explicitly non-religious provider of ceremonies.

We have around 500 accredited celebrants and are at a crucial crossroads. Humanist Ceremonies has an ambitious aspiration to deliver 6% (around 50,000) of all ceremonies by 2025. We have consistently delivered at least 10,000 ceremonies each year, whilst growing our number of celebrants.

We are looking for a creative and experienced leader; a visionary for the sustainable long term growth of our ceremonies. The successful applicant needs to have proven business skills within the public, commercial, or charity sectors and experience in changing the landscape for a service they have successfully and positively transformed.

Director of Humanist Ceremonies Job Description

Responsible to the Director of Community Services for the sustainable growth of Humanist Ceremonies and driving the success of Humanists Ceremonies in an increasingly competitive field.

Key responsibilities:

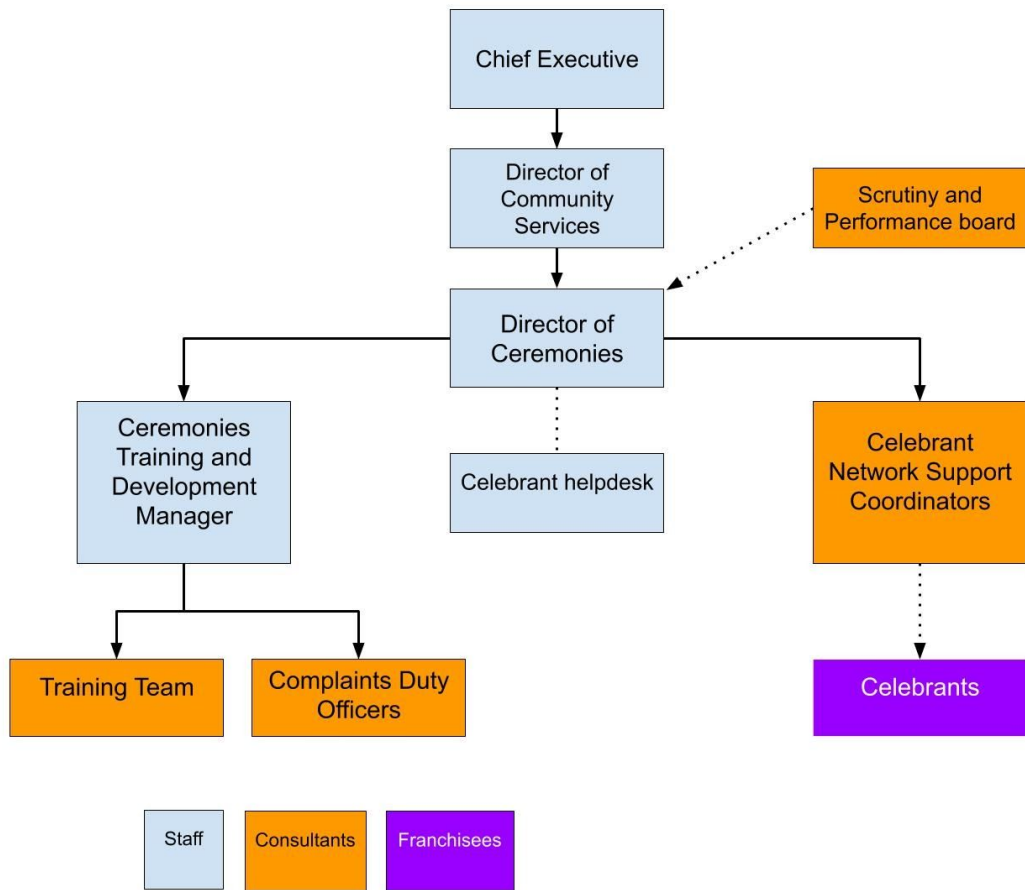
1. Developing and implementing business plans for sustainable growth, based on sound research and analysis of the competitive markets and future opportunities and then creating and implementing strategies to grow the business, increasing the numbers of ceremonies to 10% by 2025
2. Creating and maintaining measurable strategic business partnerships and stakeholder relationships to enable the sustainable growth of Humanist Ceremonies
3. Offering leadership and direction nationally to a growing number of accredited Humanist Celebrants, in all types of ceremonies, in order to enable individual celebrants to confidently deliver and manage a sustainable, high quality ceremony service.
4. Responsibility and oversight of the Ceremonies team to ensure effective recruitment, delivery of high quality training and services, and retention of optimal numbers of celebrants in order to sustain future growth.
5. Monitoring and oversight of the high quality and Standards of Practice associated with Humanist Ceremonies
6. Effectively managing the Ceremonies budget.
7. Other responsibilities as defined by the Director of Community Services.

Line management and other key responsibilities:

Ceremonies Development and Training Manager, employed full time, who is responsible for maintaining high standards of quality through the recruitment, development and training of accredited celebrants.

Other personnel to work with:

- Humanist Ceremonies Marketing Officer, employed part time, is responsible to Humanist UK's Director of Communications and Development for the national and local marketing of Humanist Ceremonies.
- Associated administrative staff.
- A celebrant helpdesk is part of Humanist UK's Operations team, responsible for providing routine support to celebrants with queries or problems.
- Other key members of Humanists UK, including Humanists UK Operations Manager.



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, confident, and effective leadership skills within a large organisation or complex organisation, business or charity with overall responsibility for over 500 people	A, I
Ability to proactively anticipate emerging trends and apply business intelligence in order to monitor the business planning, both in the short and medium term.	A, IT, I
Ability to plan and manage projects and pilots.	A
Proven previous budgetary responsibility and confidence to effectively manage a tight and challenging budget during a period of business growth.	A
Ability to identify, form, and maintain positive and effective relationships with external stakeholders and key strategic partners.	A, I
An understanding and appreciation of the ceremonies market	A, I

Desirable Criteria

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

Senior strategic leadership and management skills	A, I
Ability to represent senior management at key external functions or events.	A, I
Ability to deliver against several projects and pilots within a project programme.	A
Educated to degree level with additional management qualifications	A
Previous experience managing a service across a large geographical area.	A

Equal opportunities policy

Humanists UK is an organisation with an ethos based on Humanism, and therefore qualifies under equalities legislation as an organisation with 'an ethos based on religion or belief'.

We are a small organisation, with limited resources. Therefore, each role at Humanists UK will involve a significant amount of interaction, either with Humanists UK members, or with the general public, and in this capacity, the promotion of humanism will be expected and required of the job holder. Therefore, it is likely that 'a willingness to promote humanist beliefs and values and the aims of Humanists UK' will be an essential requirement of every role advertised.

This policy will be reviewed for each vacancy advertised, and may be subject to change, depending on the occupational requirements of each vacancy. It will remain in place until or unless the organisation has the resources to allocate roles which require no significant interaction with the general public or Humanists UK members.

Humanists UK's equalities 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 sex, transgender status, sexual orientation, race, colour, ethnic origin, nationality, disability, marital status, caring or parental responsibilities, age, religion or belief, or any other grounds that are irrelevant to their ability to meet the requirements of a post.

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.