



**Consultant Application Pack**  
Member of Ceremonies Scrutiny  
and Performance Board

**Deadline for Applications:** 09:00AM Friday 4 December

**Role type:** Consultancy

**Location:** Home based

**Fee payable:** £150 per meeting. Meetings will be held quarterly.

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 are recruiting for four consultancy positions as members of a new Ceremonies Scrutiny and Performance Board. The Board will operate for 12 months, after which time its efficacy and areas for improvement, will be reviewed by Senior Management and may be subject to change.

### **Is this the right position for you?**

You'll have the ability to scrutinise, challenge, and support the leadership of Humanist Ceremonies, You'll have experience in business planning, evaluation, and providing challenge to senior staff.

Two vacancies will be filled by accredited celebrants with the appropriate senior strategic management and Board experience. Two vacancies will be filled with candidates who are not celebrants.

If this sounds like you, complete the application form, detailing how you match the person specification on page 6. Humanists UK would particularly welcome applicants from black and ethnic minority backgrounds as we are underrepresented in this area.

Completed forms should be returned electronically by email with the subject 'Scrutiny and Performance' to [hr@humanism.org.uk](mailto:hr@humanism.org.uk) by **09:00 on Friday 4 December**.

### **Shortlisting and interviews**

Candidates short-listed for an interview will be notified by **17:00 Tuesday 8 December** 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 7 December** via Internet link.

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](mailto: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 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 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.

## **Terms of Reference**

### **Overarching Principles**

The Board will act with openness, challenge, honesty, and integrity in the way it conducts its business.

### **Members and accountability**

Members will be appointed on the basis of their strategic expertise and experience to support the operational management of Humanist Ceremonies. The Board is accountable to the Humanists UK Chief Executive.

### **Scope and Purpose**

To support the promotion, growth, and successful business planning of Humanist Ceremonies, both as a standalone service for people in the UK<sup>1</sup> who choose to have a non-religious ceremony and as a key element of the charity Humanists UK.

It will support through:

1. Collectively advising, scrutinising, monitoring, reviewing and recording the delivery of the service within the stated parameters as agreed by Senior Management (made explicit through the Annual and Medium Business Plan)
2. Support the development and delivery of the Ceremonies service strategy, informed by Humanists UK, offering constructive challenge and support to the Director of Ceremonies.
3. Support the Director of Ceremonies in the establishment and monitoring and review criteria, reporting tool to use and report to the Board in order to ensure the achievement of agreed strategies, plans, level of activity, delivery, performance, quality, finance, risk and compliance within relevant standards and strategies as agreed by Senior Management.
4. Analysis of the external and internal factors relating to the service through questioning and advice,
5. Determining and questioning the effectiveness of chosen business strategies, plans projects and pilots that underpin Ceremonies overall strategy, through an annual (identified projects and pilots) and medium term business plan (longer term strategic analysis and goals).
6. Offering assurance and mitigation to Senior Management of Humanists UK of the safety, delivery and probity of Ceremonies delivery, and feedback on any capacity, or other operational challenges that impact on Humanist Ceremonies ability to appropriately implement the chosen strategies and business case.

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<sup>1</sup> Not including Scotland

## 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.

Two vacancies will be filled by accredited celebrants with the appropriate senior strategic management and Board experience. Two vacancies will be filled with candidates who are not celebrants. Please indicate on your application which vacancy you are applying for,

### Essential Criteria

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

Experience of working on a board, steering group, or similar	A, I
Experience of business planning and analysis	A, I
Experience for the delivery of, or advising on, the strategy of a national business	A, I
Experience of data analysis	A
Ability to summarise complex issues in order to ask relevant and revealing questions	I, IT

### Desirable Criteria

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

Understanding of the landscape of ceremonies in the UK	A
Understanding of how to influence national stakeholders to support business development	A, I

## **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.