



## **Job Application Pack**

### **Head of Humanist Care**

**Deadline for Applications:** Monday 1 February 09:00

**Role type:** Full-time position, permanent after a three-month probation period.

**Location:** Flexible, partly at Humanists UK offices in London EC1, partly home-based

**Reports to** the Director of Community Services.

**Salary** will be in a range up to £45,000

**Other benefits:** interest free bicycle or season ticket loan; 6% matched pension contributions; BUPA Annual health screening; Birthday leave; Employee Assistance Programme (Health Assured), Job sharing for this role will be considered.

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 28 and hundreds of volunteers work hard to achieve this aim and we now have a vacancy for a Head of Humanist Care.

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

Do you have experience of delivering pastoral care in a compassionate, person centred manner? Do you have a good knowledge of hospitals and prisons in the UK? Are you someone who can focus on, and achieve, growth for an expanding network of volunteers? Do you have experience of training, whether designing, developing, or delivering? Are you a proven leader of others?

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.**

Completed forms should be returned electronically by email with the subject '**Head of Humanist Care**' to [hr@humanism.org.uk](mailto:hr@humanism.org.uk) by **09:00 Monday 1 February**.

### **Shortlisting and interviews**

Candidates short-listed for an interview will be notified by **17:00 on Wednesday 3 February**. Interviews for shortlisted candidates will be held during the weeks commencing **Monday 8 February via Zoom**.

If you have any questions about the post, please feel free to contact Teddy Prout by email on [teddy@humanism.org.uk](mailto:teddy@humanism.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 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 Department work**

Our Community Services team supports non-religious people to live full, happy, and ethical lives.

Through our education work, we support teachers to be able to include humanism on the school curriculum, provide resources, and lead on teacher training. Our ceremonies work provides an alternative to religious weddings, funerals, and other ceremonies, allowing humanists the opportunity to have a ceremony that is right and fitting for them, their friends, and their family. We support individuals through our sections, such as LGBT Humanists, Young Humanists, and Defence Humanists.

Our pastoral work trains and accredits people to provide emotional and pastoral care to those in hospitals, prisons, and universities (as well as the staff of those bodies and the families of patients, prisoners, and students). We have volunteers or paid pastoral carers is around 40% of NHS acute trusts and 20% of prisons, and have a representative voice at various bodies responsible for pastoral care (including the Network for Pastoral, Spiritual, and Religious Care in Health).

## **Our priorities for Humanist Care in the coming year**

We will be looking to train and accredit additional pastoral carers, and develop a programme of CPD to further our presence in institutional settings. We will strengthen the amount of regional support offered to members through regional coordinators, and encourage newly accredited members into institutions where a network member is already operating.

Additionally we will be seeking to build on our good relationships with health care and prisons stakeholders to reduce barriers to our volunteering within those institutions. Also, we will be building on our support for apostates, through developing the facilitated peer support groups.

## **Role of the Head of Humanist Care**

The Head of Humanist Care is responsible for the development of Humanists UK's Humanist Care programme, and in particular the growth in the availability of non-religious pastoral support in hospitals, hospices, and prisons, as well as enhancing the quality of pastoral support on offer through the development of support systems for our accredited carers and encouraging inclusive institutional delivery models.

## **Key Tasks and Activities**

- Responsible for effective initial training, induction, accreditation, and continuous professional development of non-religious pastoral carers
- Develop systems to encourage newly trained carers to join established network members in healthcare and prison settings
- Oversee a programme of supervision and support for pastoral carers
- Manage the organisation, governance, and regionalisation of the Non-Religious Pastoral Support Network
- Develop, manage, and support regional coordinators, contractors, and the pastoral support training team
- Design, develop, and sell training and pastoral care products to external bodies and organisations
- Sustain and develop academic and vocational professional entry routes into pastoral settings
- Procure and manage on commissioned projects and research
- Build relationships and collaboration with the main institutions and related bodies providing pastoral and spiritual support, with a primary focus on healthcare and prisons.
- Encourage the development of inclusive policies and procedures in healthcare and prisons at a local and national level
- Develop pastoral projects specifically for apostates that come under the banner of Humanist Care

- Any other reasonable tasks required by the Director of Community Services or the Chief Executive.

## 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)

Educated to degree level in a relevant area (e.g. psychology, counselling, social work, mental health etc.)	Application
Understanding of humanism and the humanistic approach to support, and ability to articulate this to others	Interview
A working knowledge and understanding of the NHS and/or prison service	Application, Interview
Excellent oral and written communication skills; including editing, report-writing, and presentations	Application, Interview
Experience in developing, delivering, and evaluating training	Application, Interview
Experience of budget management	Application
Experience in project and programme management	Application, Interview
Experience of working at a strategic level and contributing to boards and committees	Application, Interview

### Desirable Criteria

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

Excellent working knowledge of the Google suite of applications	Application
Excellent administrator with exceptional organisational skills	Application
Experience of delivering pastoral care	Application

## **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.