



## **Job Application Pack** **Administration Officer**

**Deadline for Applications:** Monday 15 March at 09:00

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

**Location:** Humanists UK offices, London EC1. (With home working during the Covid 19 pandemic in line with Government restrictions).

**Reports to** Office and Administration Manager.

**Salary** will be in a range up to £28,000

**Other benefits:** interest free bicycle or season ticket loan; 6% matched pension contributions; BUPA Annual health screening; Birthday leave; Health Assured Employee Assistance Programme.

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 30 and hundreds of volunteers work hard to achieve this aim and we now have a vacancy for an Administration Officer.

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

A role more involved than the job title suggests! You'll have good administrative and customer service skills and be able to work well in a team and also unsupervised. You will have to be a very organised person and have experience of working quickly and changing your priorities at a moment's notice.

If this sounds like you, complete the application form, detailing how you match the person specification on page 5. CV's and cover letters are not accepted.

Completed forms should be returned electronically by email with the subject 'Admin Officer' to [hr@humanism.org.uk](mailto:hr@humanism.org.uk) by **09:00 on Monday 15 March 2021**.

### **Shortlisting and interviews**

Candidates short-listed for an interview will be notified by **11:00 on Wednesday 17 March**. Interviews for shortlisted candidates will be held **on Monday 22 and Tuesday 23 March** via Zoom.

If you have any questions about the post, please feel free to contact Karen Rice by email on [karen.rice@humanism.org.uk](mailto:karen.rice@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 Operations work**

The Operations Team consists of:

The Director of Operations;  
The Office and Administration Manager;  
A team of four Administrative Officers

In total, Humanists UK has a staff of 30, principally based at its offices in central London, but currently working from home, and a constituency of over 100,000 members, donors, and supporters. Operations priorities include maintaining robust administrative and financial procedures and ensuring efficient and responsive supporter care. A key provision is that of the Humanists UK training programmes for the Community Services team, including Ceremonies courses, Pastoral Support training, and School Speaker training.

## **Role of the Administrative Officers**

The Administrative Officers provide assistance to the Office and Administration Manager with regards to general day-to-day administrative tasks and those related to our various departments, most often Community Services and Communications & Development. The Office and Administration Manager divides responsibilities between the four Administrative Officers as appropriate.

## **Key Tasks and Activities**

1. To receive and deal with or refer appropriately, telephone calls, emails, post, and visitors to the general office.
2. To help maintain the office environment by keeping the reception area tidy, watering the office plants, and providing other facilities-related support as required.
3. To maintain stocks of stationery and other office supplies.
4. To maintain the contact database of Humanists UK members and carry out entry and updates to this database, including celebrant data, membership records, financial transactions, shop orders, enquiries, and direct debit information.
5. To ensure dispatch of information packs, membership packs, merchandise orders, and other routine materials as appropriate such as receipts, thank you letters, and other routine correspondence.
6. To manage the membership process for both new and existing members, including sending out membership packs and cards as necessary, and contacting existing members when renewals are due.
7. To record financial information and implement agreed financial processes, including batching of payments (donations, membership subscriptions, quarterly levies, training fees, etc.), creating invoices, preparing invoices for authorisation and payment, running the petty-cash tin, and writing and sending out cheques.
8. To record information relating to ceremonies performed by celebrants in the Humanist Ceremonies™ network and produce reports.
9. To maintain and update information about Humanist Ceremonies™ on the relevant pages of the Humanists UK website; set up new websites for celebrants; respond to queries from members of the public about Humanist Ceremonies™; and help with marketing materials as required.
10. To administer training programmes for our three Community Services (Ceremonies, Education, and Pastoral Support), including researching, booking, and liaising with venues; assisting with the preparation, production, and maintenance of training materials; maintaining up-to-date records of trainees, courses, and payments of course fees; and providing information to trainees and trainers.
11. To provide administrative support for the Humanists UK Annual Conference and other Humanists UK events.
12. To assist with planning and administration of the Humanist Ceremonies™ Annual Conference and other events that may develop under the Community Services programmes of activity.
13. To provide occasional administrative support for Humanists UK Sections, including scheduling meetings, arranging meeting logistics, compiling and circulating papers, taking minutes, and maintaining filing systems as appropriate.
14. To supervise Operations office volunteers.

15. Any other reasonable tasks required by the Office and Administration Manager. This is a full-time permanent position based at the Humanists UK's offices in London EC1. During the Covid 19 pandemic all staff are currently working from home but will be expected to return to the office when Government restrictions are lifted. Any homeworking thereafter will be in agreement with your Line Manager.

The Administrative Officers report directly to the Office and Administration Manager.

Salary in the region of £28,000

Other benefits: interest free bicycle or season ticket loan; 6% matched pension contributions; BUPA Annual health screening; Birthday leave; access to Health Assured Employee Assistance Programme upon successful completion of a three-month probation period.

## 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)

Experience of administration in an office environment.	Application, interview
Excellent IT skills using Microsoft Office or Google Suite	Application, interview, interview task.
Excellent organisational skills: multi-tasking, attention to detail, flexibility, etc.	Application, interview, interview task.
Excellent interpersonal skills with a helpful and friendly attitude, with the ability to deal with demanding and assertive individuals with strong opinions.	Application, interview, interview task.
Experience of accurate data entry.	Application, interview, interview task.
Excellent team-working skills combined with the ability to work unsupervised.	Application, interview.

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

Experience of using Customer Relationship Management systems.	Application, interview, interview task.
Experience of providing executive assistance to senior staff (e.g. minuting and arranging meetings, booking travel).	Application, interview.
Experience of coordinating training programmes.	Application, interview.
Experience of working in the voluntary sector or a membership organisation.	Application, interview.
Experience of managing/supervising staff or volunteers	Application, Interview
Some experience of working with website content management systems.	Application, interview.

## **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.