



## **Job Application Pack**

### **Head of People**

**Deadline for Applications:** 09:00 Monday 21 June

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

**Location:** Humanists UK's offices are in London EC1 and some days will be spent there, with some home-based days if desired. However, the balance of locations is negotiable.

**Reports to** the Chief Executive.

**Salary** will be in a range up to £60,000.

**Other benefits:** interest free bicycle or season ticket loan; 6% matched pension contributions; BUPA Annual health screening; 26 days annual leave; Health Assured Employee Assistance Programme. 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. All of our personnel work hard to achieve this aim and as part of our strategic review, we have identified the need for a new role of Head of People, who will take responsibility for making sure we get the best out of our team and support them to deliver high quality programmes and services.

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

Humanists are committed to treating everyone with warmth and respect, and to everyone reaching their full potential in this one life. We want these values to inform and shape our approach to our own personnel. The right person for this role will be committed not just to the management of people to get the job done, but to the building of an engaged and happy team.

You will have significant experience of HR management at an executive level, including directly supporting others to get the best from their own teams and develop as managers. Ideally, this will have been in a charity, start-up, or other purpose-driven organisation, where you will have demonstrated empathy and a commitment to innovation in shaping the HR-elements of a broader mission.

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 'Head of People' to [hr@humanism.org.uk](mailto:hr@humanism.org.uk) by **09:00 on Monday 21 June**.

### **Shortlisting and interviews**

Candidates short-listed for interview will be notified by **17:00 on Friday 25 June**. Interviews for shortlisted candidates will be held **during the week of 28 June** at our offices at 39 Moreland Street, London, EC1V 8BB.

If you have any questions about the post, please feel free to contact me by email on [chiefexec@humanism.org.uk](mailto:chiefexec@humanism.org.uk) - I 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 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 people**

More than a thousand staff, volunteers, franchisees, and consultants make up the Humanists UK team. This includes:

- A staff team of 30, working either in our central London office or from their own homes in Northern Ireland, Wales, and other parts of the UK.
- Around 50 consultants, retained for individual pieces of work, for example as celebrant or pastoral care trainers,
- Over 200 office and home-based volunteers, either undertaking specific roles or providing general support to our programmes.
- Over 500 accredited celebrants, providing humanist ceremonies to the public.
- Over 250 pastoral care providers, accredited to provide non-religious care and either attached to institutions or waiting to be.
- Over 220 accredited school visitors, providing educational activities direct to schools and other settings.

Until now, we have never conceived of all these individuals as a single team but this year we created the concept of 'Humanists UK People' as the new internal name for all of our personnel.

## **Role of the Head of People**

As Head of People, your focus will be on keeping our people happy and productive. You will create our first people strategy, including in areas of succession planning, talent management, change management, organisational and performance management, training and development, and compensation.

You will be a part of the senior leadership of Humanists UK, reporting directly to the Chief Executive, and will provide strategic leadership by articulating HR needs and plans to the executive management team.

You will provide line management to two post-holders: our Director of Ceremonies and our Head of Humanist Care, who are responsible for the delivery of our programmes of training celebrants and pastoral carers.

You will be supported by a part time administrative officer, and will be able to draw on our existing SAGE HR service.

Your work on our equality, diversity, and inclusion priorities will be supported by a volunteer Equality, Diversity, and Inclusion Action Group, drawn from across our personnel and charged with setting and achieving our ambitions in that area of our work.

## **Key Tasks and Activities**

1. Establish and implement HR efforts that effectively communicate and support Humanists UK's mission and strategic vision.
2. Develop HR plans and strategies, including EDI related policies, procedures, and guidelines, to support the achievement of our objectives
3. Function as an advisor to the executive/senior management of each department on organisational and management issues.
4. Work with the senior team to establish a sound plan of management succession.
5. Develop recruitment and retention plans to meet our personnel needs.
6. Develop and implement comprehensive compensation and benefits plans that are competitive and cost-effective.
7. Provide overall leadership and guidance to the HR function by overseeing talent acquisition, career development, succession planning, retention, training, leadership development, compensation and benefits.
8. Working with the EDI Action Group, to integrate diversity and inclusion initiatives across all aspects within the organisation.
9. Provide line management to the Director of Ceremonies and the Head of Humanist Care.

## 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.

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)

CIPD qualification level 5 or above (or equivalent) and significant HR experience at a senior level	Application, interview
Knowledge of and experience with varied human resource information systems and a high level of IT literacy/skills.	Application, interview task, interview
Experience working in complex organisations with multiple internal stakeholders	Application, interview
Highly empathetic, intellectually curious and innovative, constantly looking at ways to improve HR systems and practices	Application, pre-interview task, interview
Excellent verbal and written communication skills	Application, interview task, interview
Excellent supervisory and leadership skills	Application, interview
Excellent coaching and mentoring skills	Application, interview
Willingness to promote humanist beliefs and values and the aims of Humanists UK	Application, interview

### Desirable Criteria

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

Experience of safeguarding policies and processes	Application, interview
Experience of EDI policies and processes	Application, interview
Experience of developing HR strategies and processes for volunteers as well as employees	Application, interview
Experience of accreditation systems and processes	Application, interview
Excellent working knowledge of the Google suite of applications	Application, interview task

## **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.