



Job Application Pack

Education Development Manager

Deadline for Applications: 09:00 Monday 26 July 2021

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

Location: Flexible, partly at Humanists UK offices in London EC1, partly home working.

Reports to the Director of Understanding Humanism

Salary will be in a range up to £25,000 (for four days per week, equivalent of £31,250 pro rata)

Other benefits: interest free bicycle or season ticket loan; 6% matched pension contributions; BUPA Annual health screening; 25 days annual leave (pro rata to 20 days for a four day week), Birthday leave; Health Assured online wellbeing access; Enhanced maternity pay.

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 an Education Development Manager.

Is this the right position for you?

You'll have a passion for humanism and for education. We're looking for an excellent communicator able to develop relationships with existing and new stakeholders. Excellent planning and organisation skills and a capacity to develop new ideas for growth and development will be combined with an eagerness to learn new skills.

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 'Education Development Manager' to hr@humanism.org.uk by **09:00 on Monday 26 July 2021**.

Shortlisting and interviews

Candidates short-listed for interview will be notified by **18:00 on 3 August 2021**
Interviews for shortlisted candidates will be held between **5 and 13 August 2021** at our offices at 39 Moreland Street, London EC1V 8BB or online.

If you have any questions about the post, please feel free to contact the Director of Understanding Humanism, Luke Donnellan, by email on luke@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.

Role of the Education Development Manager

The Education Development Manager is responsible to the Director of Understanding Humanism for the development and growth of Humanists UK's education services, increasing their impact, and raising awareness of understanding of humanism, particularly in schools.

Key Tasks and Activities

- 1) To manage the growth, development, promotion, and high-standards of Humanists UK's school speakers programme.
- 2) To support the growth, development, promotion, and high standards of Humanists UK's teacher training provision and training of other stakeholders.
- 3) To increase the reach of Humanists UK's education resources via the Understanding Humanism website and other means, to existing and new audiences.
- 4) To assist with the development of existing and new, print, video, and web-based education resources on humanism for a range of audiences.
- 5) To develop the Assemblies for All website resource, promote it to schools, and increase its reach.
- 6) To support the growth and training of Humanists UK's network of humanist SACRE representatives.
- 7) To develop links with new and existing stakeholders to increase the impact of our education services.
- 8) To support the monitoring of external resources on humanism, and religion and belief.
- 9) To support research on teaching about humanism.
- 10) Any other appropriate duties required by the Director of Understanding Humanism.

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)

Demonstrable interest in humanism	Application, pre-interview/interview task, interview
Experience of working in education	Application, interview
Excellent interpersonal and communication skills	Application, interview
Excellent writing skills for a variety of audiences	Application, pre-interview/interview task, interview
Excellent IT skills, including the use of Google suite	Application, pre-interview task, interview
Excellent planning and organisation skills, including the capacity to coordinate projects and people	Application, interview

Desirable Criteria

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

Experience of managing and working with volunteers	Application, interview
Experience editing websites with Wordpress	Application, interview
Experience of promoting resources and services	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.