

**British Humanist Association
Interim Head of Ceremonies**

Job Application Pack

Thank you for your interest in this position. Pages 2 – 5 of this pack give more details about the vacancy and page 4 contains the criteria against which we will be recruiting for the job.

How to apply

Applicants should complete the application form. Completed forms should be returned electronically by email with the subject 'Interim Head of Ceremonies' to info@humanism.org.uk by **5pm on Wednesday 22 March 2017**

Short-listing and interviews

Candidates short-listed for interview will be notified by **6pm on Friday 24 March 2017** 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 27 March 2017**, at our offices at 39 Moreland Street, London EC1V 8BB.

If you have any questions about the post, please feel free to contact our Director of Community Services Teddy Prout on 0207 324 3077 (direct line) or teddy@humanism.org.uk

Yours sincerely,

Andrew Copson
Chief Executive

British Humanist Association
39, Moreland Street
London EC1V 6BB

British Humanist Association

Interim Head of Ceremonies

Job Description

Context

The British Humanist Association (BHA) is the national charity working on behalf of non-religious people who seek to live ethical and fulfilling lives on the basis of reason and humanity. We promote Humanism; provide services, support and representation to the non-religious; and promote a secular state and equal treatment in law and policy of everyone, regardless of religion or belief.

Our most important community service is the provision of celebrants trained to conduct non-religious ceremonies. We are the longest-standing provider of such ceremonies in the UK and maintain a national network of trained and accredited self-employed celebrants, many of whom are organised into regional groups with co-ordinators. They provide many thousands of humanist funerals, weddings, partnerships, namings and other ceremonies each year, the majority of which are funerals. Humanist Ceremonies™ is the trade name for this activity, which is a growing and influential presence throughout England, Wales and Northern Ireland. The BHA trains and accredits celebrants and provides them with an on-going level of support in their practice, which is set out in a *Commitment to Celebrants*.

The BHA is committed to ensuring everyone who wants a Humanist Ceremony can have one, and to ensure the public is aware of what we offer. As the leading provider of non-religious ceremonies, maintaining high professional standards in our work is important to us, and we have a quality assurance programme to achieve this. The policies and procedures that make up this programme are contained in a *Celebrant Handbook* and are overseen by a Quality Assurance Committee containing celebrants and lay members.

The successful growth of Humanist Ceremonies™ depends on stimulating new demand for our ceremonies, and a rebrand and redevelopment of all our marketing materials was a major focus of the last year, with a new marketing plan now initiated and being implemented by paid consultants.

Due to a short staff sabbatical, we are seeking to appoint an Interim Head of Ceremonies, who will work with the celebrant network to maintain the high standard of our ceremonies provision, drive marketing to dramatically increase the number of ceremonies performed by our celebrants, and lead the growth and development of our ceremonies work.

The Interim Head of Ceremonies will manage the Ceremonies budget and be a member of the BHA Senior Management Team, reporting to the Director of Community Services. The Head Trainers (part time consultants) will report to the Interim Head of Ceremonies, as will the Quality Assurance Committee and the Marketing Committee, both made up of celebrants. The Head of Ceremonies works alongside and provides executive support to an elected Ceremonies Board, which is responsible to the Chief Executive for leadership and representation of the celebrant network.

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Interim Head of Ceremonies**

Role of the Interim Head of Ceremonies

The Interim Head of Ceremonies will be responsible to the Director of Community Services for ensuring the ongoing development and growth of Humanist Ceremonies™.

Key Tasks and Activities

Maintenance and development of the celebrant network

1. Maintain a responsive level of support to celebrants, being available by telephone and email.
2. Ensure the delivery by the BHA of the *Commitment to Celebrants*, the service level guaranteed to accredited celebrants, including by working with the Director of Operations in relation to administrative processes.
3. Administer the *Celebrant Handbook*, the procedures to which accredited celebrants are committed, including the complaints procedure.
4. Provide executive support to the Ceremonies Board.
5. Co-ordinate good communications with celebrants, Network Support Coordinators, regional groups and their coordinators, including the Quarterly Bulletin.
6. Manage any consultation with the celebrant network from time to time.
7. Oversee the implementation of agreed celebrant recruitment, initial training, and CPD programmes.

Marketing, promotion and development of Humanist Ceremonies™

8. Ensure the on-going strategic marketing and promotion of Humanist Ceremonies™, including online, to clients and professionals.
9. Identify opportunities for new partnerships and collaboration and build relationships at a strategic level with relevant organisations.

The post is a full time position for a period of 12 weeks (5 days per week) and will be based at the BHA's offices at 39 Moreland Street, London, EC1V 8BB. Flexible working hours including some weekend work will be required for which time off in lieu (TOIL) will be given.

Salary will be £9,890 (£42,840 pro rata). The BHA will match pension employee contributions of up to 6%.

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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

1. Detailed understanding of Humanism and the ability to explain Humanism and the work of the BHA to others	Application, pre- Interview task, Interview
2. Excellent interpersonal skills, including the ability to work with and support people, developed as a result of working with a range of stakeholders including service users	Application, Interview task, Interview
3. Emotional intelligence, able to deal with demanding professionals with strong opinions who are assertive and knowledgeable	Application, Interview
4. Excellent oral and written communication skills, including editing and report-writing	Application, Interview, pre-Interview task, Interview task
5. Excellent working knowledge of Word, Excel and Powerpoint	Application, pre- Interview task, Interview task
6. Numerate, with the ability to handle basic statistical work (totals, averages, trends)	Application, Interview task
7. Excellent administrator with exceptional organisational skills	Application, Interview
8. Experience of budget management	Application, Interview

Desired Criteria

Measured

1. Experience as an accredited BHA celebrant	Application, Interview
2. Understanding of quality assurance issues, and the ability to implement quality assurance procedures, and to support others to do so	Application, Interview

Equal opportunities policy

The BHA 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. The BHA also aims to achieve best practice in its work with volunteers and in relation to its activities generally.

The BHA 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, the BHA 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.

The BHA'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.

The BHA 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.