

Humanists UK Student and Youth Coordinator

Job Application Pack

Thank you for your interest in this position. Pages 2-3 of this pack give more details about the vacancy and page 4 contains the criteria against which we will be recruiting for the role.

How to apply

Applicants should complete the application form electronically and return it by email with the subject '**Student and Youth Coordinator**' to tony@humanism.org.uk by **09.00 on 31 July 2017**.

Shortlisting and interviews

Candidates short-listed for interview will be notified by **18.00 on 2 August 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 on the week commencing **7 August 2017**, at our offices at 39 Moreland Street, London EC1V 8BB.

If you have any questions about the post, please feel free to contact me on 020 7324 3062 (direct line) or chiefexec@humanism.org.uk.

Yours sincerely,



Andrew Copson
Chief Executive

Humanists UK
39 Moreland Street
London EC1V 8BB

Humanists UK

Student and Youth Coordinator

Job Description

Context

Humanists UK 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.

Founded in 1896, Humanists UK is trusted by over 60,000 members and supporters to promote humanism. Our policies are informed with the support of over 120 of the UK's most prominent philosophers, scientists, and other thinkers and experts and we seek to advance them with the help of over 120 parliamentarians in membership of the All Party Parliamentary Humanist Group. Our trained and accredited celebrants conduct funerals and other non-religious ceremonies attended by almost two million people each year. 5% of the population identify as non-religious and humanist but over a quarter of people are non-religious and have humanist beliefs, giving us a large constituency for our work.

What do we want?

We want a world where everyone lives cooperatively on the basis of shared human values and respect for human rights.

We want non-religious people to be confident in living ethical and fulfilling lives on the basis of reason and humanity.

What do we do?

We promote Humanism, represent the non-religious, and support those who wish to live humanist lives, including through the provision of humanist ceremonies.

We campaign for a secular state, challenge religious privilege, and promote equal treatment in law and policy of everyone regardless of religion or belief.

We offer a humanist perspective in public debate, drawing on contemporary humanist thought and the worldwide humanist tradition.

Our Community Services work

Our Community Services team supports 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 and funerals, allowing humanists the opportunity to have a ceremony that is right and fitting for them, their friends, and their family. Our pastoral work provides care to those in hospitals, prisons, and universities.

An important part of our Community Services work is the support of special sections, such as LGBT Humanists, Young Humanists, and Humanist Students. We work to support Humanist Societies on campuses across the UK and Ireland, and increase the opportunities for students to be involved in our work. We aim to have an affiliated society in every university and to increase the number of students involved in our work at every level. This work is supported by the Humanist Students Board, which includes a Student Humanists President elected by our student members.

We have created the new role of Student and Youth Coordinator to drive this work forward.

Humanists UK

Student and Youth Coordinator

Role of the Student and Youth Coordinator

The Student and Youth Coordinator is responsible to the Director of Community Services for developing the network of Humanist Student Societies at universities, encouraging student membership of Humanists UK, and supporting the development of the Humanist Students and Young Humanists sections.

Key Tasks and Activities

1. Stimulating the formation and supporting the ongoing development of university Humanist Societies.
2. Maintaining and developing guides and other resources on the Humanists UK website to support university societies.
3. Supporting the network of students running Humanist Societies through effective systems and administration, including budgetary control, secretariat, conference organisation, and grant administration.
4. Developing initiatives to bring more students and young people into membership of Humanists UK.
5. Organising two national conferences each year and administer the provision of financial support to students who attend.
6. Supporting Young Humanists to execute pre-agreed sections of their action plan.

This is a new role and will be a full-time permanent position based at Humanists UK's offices in central London. Some of this role would be administrative, a significant portion will be the proactive creation of new societies and the building of good working relationships between Humanists UK and the NUS, individual university Student Unions, and supporting the building of relationships between Humanist Student Societies and other societies in the universities.

Salary in a range up to £29,000; interest free bicycle or season ticket loan; 6% matched pension contributions upon successful completion of a four month probation period.

Humanists UK

Student and Youth Coordinator

Person Specification

These criteria are divided into essential and desirable. Candidates must meet all the *essential* criteria to be interviewed 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)

Working knowledge of student societies or analogous youth groups	Application, Interview
Experience of project management	Application, Interview Task, Interview
Good negotiation skills with a wide range of stakeholders	Application, Interview
Excellent IT and administrative skills	Application, Interview Task, Interview

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

Experience of working for a student orientated organisation	Application, Interview
Experience of organising national events	Application, Interview
Experience of using a CRM or complex database system	Application, Interview

Humanists UK

Student and Youth Coordinator

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.