

**International Humanist and Ethical Union  
Administrator**

**Job Application Pack**

Thank you for your interest in this position. Pages 2 and 3 of this pack give more details about the vacancy and page 4 gives 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 'IHEU Administrator to [cynthia@humanism.org.uk](mailto:cynthia@humanism.org.uk) by **midnight on 3 May 2011**.

**Short-listing and interviews**

Candidates short-listed for interview will be notified by **5pm on 12 May** 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 **16 May**, at our offices at 1 Gower Street, London WC1E 6HD.

If you have any questions about the post, please feel free to contact me on 01404 881587 or [robby.robson@iheu.org](mailto:robby.robson@iheu.org)

Yours sincerely,

Robbi Robson  
Company Secretary

International Humanist and Ethical Union  
1, Gower Street  
London WC1E 6HD

## **International Humanist and Ethical Union Administrator**

### **Context**

The International Humanist and Ethical Union (IHEU) is the world federation of organisations making up the global humanist movement, including all non-theistic traditions such as humanist, atheist, rationalist, secularist, laique, ethical culture, freethought, and skeptic.

**Vision:** our vision is a humanist and secular world; a world in which human rights are respected and everyone is able to live a life of dignity.

**Purpose:** the purpose of IHEU is to build and represent the global humanist movement that defends human rights and promotes humanist values world-wide.

**Aims:** the aims of IHEU are:

- To **promote** humanist values and Humanism as a non-theistic life stance.
- To **defend** human rights and the rights of non religious people.
- To **represent** the global humanist movement.
- To **develop** organised Humanism in every part of the world.
- To **build** a strong and effective global organisation.

IHEU maintains volunteer delegations to the United Nations in New York and Geneva, UNESCO in Paris, and Council of Europe in Strasbourg and African Commission on Human and Peoples' Rights, and works with the European Humanist Federation which maintains delegations to the European Union institutions and to the OSCE.

IHEU has the following people working on a consultancy basis, most part time: Company Secretary, Finance Officer, and Webmaster all based in the UK (but not at the office); Communications Officer based in the US and Development Consultants based in India, Uganda, and Nigeria. The Editor of the magazine *International Humanist News* is based in India.

IHEU's global policy agenda is constitutional secularism and separation of religion and state; human rights, particularly of non-religious people; freedom of expression and freedom of conscience ; freedom of religion and belief; opposing blasphemy and apostasy laws, and defamation of religion; opposing witchcraft and superstition; promotion of humanist values and the scientific approach; and democracy and peace.

IHEU's office is based within the British Humanist Association (BHA) office and the IHEU Administrator will be included in staff social activities. The BHA's Chief Executive is a member of IHEU's Executive Committee.

The BHA is a Member Organisation of IHEU and is the national charity supporting and representing non-religious people in the UK. Committee to human rights, democracy, equality, and mutual respect, the BHA works for an inclusive society with freedom of belief and speech and good relations between different groups and individuals, and for the end to the privileged position of religion in law and policy.

### **The job of the Administrator**

The job of the Administrator is to be the first point of contact for IHEU and to co-ordinate IHEU's work; administering all membership processes, co-ordinating and researching for the International Delegations, administering the grants programme, and fundraising programmes. The post holder will work closely with the other administrative consultants.

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**Job Description: Administrator**

**Role of the Administrator**

The Administrator is responsible to the Company Secretary for all the general administrative functions of the IHEU.

**Key tasks and activities**

1. To be the first point of contact for IHEU.
2. To receive and deal with or refer appropriately, mail, emails and telephone calls to the IHEU.
3. To welcome and deal with visitors to the IHEU office.
4. To manage the organization membership scheme, including triennial membership review, annual invoicing, maintaining and updating the database and sending out the email newsletter.
5. To administer the new membership system and support the Regional Co-ordinators.
6. To co-ordinate the International Delegations, assisting the Heads of Delegations with researching and monitoring relevant issues.
7. To administer the Individual Supporter scheme, including recruitment and retention and database.
8. To maintain donor records and send out fundraising appeals.
9. To manage the distribution of IHN, including maintaining the database, annual subscription system and labels for distribution.
10. To assist with keeping the website up to date and distributing media releases.
11. To administer the IHEU/Hivos grant programme in conjunction with the Grants Committee.
12. To create and maintain IHEU records and archives and maintain sufficient stocks of stationery and other office supplies.
13. To manage and develop the IHEU's website including functionality, content and technical support.

The post is full time and will be based at IHEU's offices in London WC1. The postholder will be required on occasional weekends and evenings supporting meetings and events, and time off in lieu is given for evening/weekend work. The postholder also needs to be willing in the future, to travel to meetings in different parts of the world.

Subject to successful completion of a three month probationary period, this is a permanent post, Monday-Friday 7 hours per day between the hours of 8.30am and 6.30pm.

Salary up to £22,000

Stakeholder pension contributions matched up to 6% of employee contributions is available after successful completion of the probationary period.

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**Person Specification**

These criteria are divided into essential and desirable. Candidates not meeting *all* the essential criteria will not be considered 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.

**Essential**

1. Commitment to promoting Humanism.
2. Ability to work independently and proactively.
3. Experience of administration in an office environment.
4. Experience of accurate data entry.
5. Experience of working in an international policy context.
6. Excellent organisational skills: multi-tasking, attention to detail, flexibility, etc.
7. Excellent interpersonal skills with a helpful and friendly attitude.
8. Excellent IT skills using Microsoft Office and Outlook.
9. Excellent skills with websites website including functionality, content and technical support.
10. Willingness to travel abroad to meetings.

**Desirable**

1. Fluency in a second language.
2. Experience of working in a humanist organisation.
3. Experience of editing websites, distributing new releases or other communications.