Job Application Pack
Website Copywriter

Deadline for Applications: 09:00 on Monday 15 March

Role type: Full-time, 35 hours per week - 12 week temporary contract.

Location: Home based.

Reports to the Director of Communications and Development.

Salary will be £12,000 (for the 12 week contract)

Thank you for downloading this pack. At Humanists UK, our dream is of a tolerant world where rational thinking and kindness prevail.

We have a temporary vacancy for a Website Copywriter (Fixed-Term Contract) to join our dedicated 30 staff and over 400 volunteers in working towards this aim.

Is this the right position for you?

Excellent writing skills are required for this role along with some IT knowledge of the Google suite. Knowledge of Wordpress would be an advantage. The successful candidate will be working with a number of teams and individuals so a good ability to understand and interpret a variety of differing streams of information is vital, along with working independently when producing the work involved.

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 'Copywriter' to **hr@humanism.org.uk** by **09:00 on Monday 15 March.**

Shortlisting and interviews

Candidates short-listed for interview will be notified by **17:00 on Tuesday 16 March** Interviews for shortlisted candidates will be held on **Thursday 18 and Friday 19 March** via Zoom.

If you have any questions about the post, please feel free to contact Liam Whitton by email on liam@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 Website Copywriter

Key Tasks and Activities

1. Write engaging, elegant copy for our upcoming new website
2. Work with our staff to understand their area of work, in order to inform website content
3. Write copy that fits with our brand guidelines, style guide, and our key messaging

The Website Copywriter reports directly to the Director of Communications and Development.

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)
Excellent writing skills, including an ability to write concisely and for different audiences	Application, Interview
Ability to work to deadlines	Application, Interview
Excellent IT skills, including experience with collaborating in Google Docs	Application, Interview

Desirable Criteria	**Measured** (Application, pre-interview task, interview task and/or interview)
Experience with WordPress	Application, Interview
Knowledge of humanism	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.