



Job Application Pack

Public Affairs Manager

(Maternity cover)

Deadline for Applications: 09:00 Friday 3 December

Role type: Full-time position, 12 months' duration with a three-month probation period.

Location: Humanists UK offices, London EC1, and/or remote working several days a week.¹

Reports to the Director of Public Affairs and Policy.

Salary will be in a range up to £40,000.

Other benefits: interest free bicycle or season ticket loan; 6% matched pension contributions; BUPA Annual health screening; 25 days annual leave; birthday leave; Health Assured online wellbeing access.

¹ Currently, Humanists UK staff are generally working remotely due to the pandemic, and this will continue to be the case until at least the end of the year. It has not yet been decided if this will be extended. Staff are able to work in our offices but this is not required.

We are yet to decide our office working policy for next year. This role does require some London working, so we are looking to hire someone who can be based in London at least several days a week. But it will be possible to work remotely several days a week.

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 30 and hundreds of volunteers work hard to achieve this aim and we now have a vacancy for maternity cover for our Public Affairs Manager.

Is this the right position for you?

The successful candidate will be well organised, able to work to tight deadlines and be able to react to urgent matters at a moment's notice. You'll be a good team player having to liaise with several members of staff. You'll have a demonstrable commitment to the campaigning aims of Humanists UK. You'll have excellent oral and written communication skills, including the ability to research papers and briefings. And lobbying experience is essential in this role.

Our Public Affairs Manager expects to go on maternity leave in mid to late March, returning in mid-January the following year, potentially on a phased basis for the first month. We are therefore looking for someone who can provide maternity cover for 12 months, ideally from the middle or end of February. However, for the right candidate we may be willing to negotiate around the start date.

If this sounds like you, complete the application form, detailing how you match the person specification on pages 7 and 8. **Please note CVs and cover letters are not accepted.** If you wish to discuss the role before applying please email the recruiting manager below.

Completed forms should be returned electronically by email with the subject 'PAM' to hr@humanism.org.uk by **09:00 on Friday 3 December**.

Shortlisting and interviews

Candidates short-listed for interview will be notified by **17:00 on Tuesday 9 December**. Interviews for shortlisted candidates will be held the **week commencing 13 December** at our offices at 39 Moreland Street, London EC1V 8BB.

If you have any questions about the post, please feel free to contact Richy Thompson by email on richy@humanists.uk – he 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.

Our Public Affairs and Policy work

Humanists UK devotes much of its resources to public affairs, policy, campaigning, legal, and media work.

We want everyone to have the fullest possible freedom of choice in the shaping of their own lives, limited only by the rights and freedoms of others in a fair and equitable society and never by the pressures of religion, tradition, or outmoded law. This includes children, who should be actively prepared in schools for a life in society in which they can exercise this freedom and should, while still children, enjoy their human rights with increasing fullness in line with their growing maturity.

We endorse the principles behind the major international human rights treaties and covenants as well as the specific rights guaranteed within them. We want to see all these rights and freedoms implemented and protected in full in law or policy by governments across the UK and the world.

We support the fullest possible freedom of expression compatible with the rights and freedoms of others in a democratic society. We believe free expression is an essential liberty without which societies can easily slide into a culture of oppression, suspicion, and fear.

We support a secular state as the best form of state to achieve freedom, fairness, equal citizenship, and peace in a plural and cohesive society – all things we support. A secular state should: maintain separation between public institutions and institutions of religion or belief, ensuring no domination of one by the other; maintain and advance freedom of thought, conscience, and religion or belief for all people up to the limits of the rights and

freedoms of others in a fair society; and treat all people equally in law and policy regardless of their religious or non-religious beliefs.

We want public policy on all issues to be evidence-based and directed towards enhancing the dignity and wellbeing of people and other sentient animals.

In addition to the Public Affairs Manager, Humanists UK's Public Affairs and Policy team currently consists of a Director of Public Affairs and Policy, Education Campaigns Manager, Education Policy Researcher, Campaigns Officer, and Assisted Dying Campaigner. Our Public Affairs Manager manages our Campaigns Officer and Assisted Dying Campaigner.

The Public Affairs Manager we are currently recruiting will be primarily responsible for our public affairs work, particularly as relates to elected representatives in the UK Parliament, Welsh Senedd, and Northern Ireland Assembly. They will act as the secretariat for the All-Party Parliamentary Humanist Group. They will be primarily responsible for our political monitoring. And more generally they will be responsible for our programme of stakeholder engagement to enhance the reputation of humanism and Humanists UK. This means working to increase the number and impact of our live stakeholder relationships. Certain groups of stakeholders have been identified as strategic priorities.

Our other staff are primarily responsible for certain policy areas, or other ways of working, for example our campaigns work, our legal work, and our media work.

Role of the Public Affairs Manager

The Public Affairs Manager is responsible to the Director of Public Affairs and Policy for making sure Humanists UK builds and maintains strong relationships with public affairs stakeholders (e.g. parliaments, governments, wider political networks, civil society) and for other campaigns work towards the achievement of its public policy objectives.

Key Tasks and Activities

1. To monitor the development of government policies, parliamentary activity, and activities of public bodies around issues engaging the interests of Humanists UK.
2. To produce and submit timely, detailed, and appropriate responses to government and other public body consultations and inquiries of parliamentary committees.
3. To maintain and develop Humanists UK's relationship with and promote Humanists UK's policies to:
 - Government departments and other public bodies, participating in working parties and consultations
 - the All-Party Parliamentary Humanist Group, providing its members with briefings on Bills before Parliament, and providing members with other briefings, PQs and EDMs etc as required
 - individual legislators and their staff, providing them with e.g. briefings on Bills and other matters, PQs and EDMs, etc as required
 - humanist groups within political parties, providing them with briefings and supporting their growth and development
 - experts in relevant fields who can advise Humanists UK on policy development and carry out research for Humanists UK policy development, including Humanists UK patrons and members
 - organisations and individuals in public life sympathetic with Humanists UK's objectives.
4. To work on relevant legislation and other legal avenues pursuant to Humanists UK's campaigning aims.
5. To communicate and draw attention to Humanists UK's policies by writing and distributing press releases and news releases as required.
6. To deputise for the Director of Public Affairs and Policy in speaking on behalf of Humanists UK in broadcast, print, and online media and represent Humanists UK to the media and at meetings with external organisations, public debates, etc as required.
7. To manage the development and refining of mechanisms to facilitate lobbying by Humanists UK members, humanist groups and supportive members of the public on issues of interest to Humanists UK.
8. To maintain specialist Humanists UK networks such as Humanist in Law and Humanists in Government, providing them with briefings and supporting their growth and development.
9. Any other reasonable duties as required by the Director of Public Affairs and Policy.

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)

Commitment to the campaigning aims of Humanists UK	Application, interview
Excellent oral and written communication skills, including the ability to produce research papers and briefings	Application, interview, pre-interview task
Excellent IT skills, including use of Google docs, Google sheets, and CRM databases	Application, interview, pre-interview task
Significant and recent professional experience of lobbying	Application, interview
Confident speaker, able to address diverse audiences	Application, interview, pre-interview task
Excellent organisational and administration skills, including the ability to work to often very tight 'same-day' deadlines	Application, interview
Ability to work effectively as part of a team and to take the initiative	Interview

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

Management experience	Application, interview
Policy or campaigning experience in human rights	Application, interview
Experience managing Westminster stakeholders, and/or working with wider civil society to achieve campaigning aims	Application, interview
Experience working on legislation, e.g. private members' bills or amendments	Application, interview
Excellent research skills, e.g. internet research	Application, interview, pre-interview task

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.