



Volunteer Information Pack

Assemblies for All Coordinator

Role type: Volunteer.

Location: Homeworking or office.

Reports to: the Director of Understanding Humanism.

Expenses: Necessary travel expenses will be reimbursed.

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 31 and hundreds of volunteers work hard to achieve this aim.

Our [Assemblies for All](#) website provides teachers with access to a fantastic range of carefully selected, high quality, inclusive assemblies, with material from a wide variety of providers brought together on one easy-to-use platform. We're now looking for a volunteer coordinator to help the Understanding Humanism team to maintain and develop the site.

As Assemblies for All gets ever more popular, we need support with answering enquiries, keeping information on the site up-to-date, and adding new assemblies. There's also chance to research assembly materials and providers, and make recommendations about suitable new assemblies to include.

The Coordinator role offers a great opportunity to help develop and shape a growing resource that is increasingly valued by teachers.

Is this the right role for you?

The role would suit someone who is an effective administrator, with great written communication skills. Having some knowledge of schools, or of the education world more broadly, would be an advantage. You'll also be IT literate, ideally with some experience of editing websites, and will have your own access to a computer, or be able to visit the Humanists UK office. You'll receive induction and support, and we can provide training on any specific IT needs.

If this sounds like you, please get in touch telling us why you're interested in the role and what you would bring to it (with reference to the description on page 4).

You can write to us by email with the subject 'Assemblies for All Coordinator' to education@humanists.uk.

If you have any questions about the role, please contact the Education Development Manager, Maggie Goodall, by email on maggie@humanists.uk. She 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 Understanding Humanism work

The Assemblies for All Coordinator is part of the [Understanding Humanism](#) team, who deliver Humanists UK's education resources, training and services (such as the school speaker network). The team comprises:

- Luke Donnellan - Director of Understanding Humanism
- Maggie Goodall - Education Development Manager
- Madeleine Goodall - Humanist Heritage Coordinator
- a number of dedicated long-term volunteers

Role of the Assemblies for All Coordinator volunteer

The Coordinator plays a key role in ensuring that the Assemblies for All website continues to offer a high-quality resource for teachers and schools, and assists with growing the number of assembly materials provided. They also help with promoting Assemblies for All by recommending the best assemblies to highlight in publicity.

The role is primarily administrative, but also involves communication with organisations that provide assembly resources, and educators who contact us with queries or feedback. Much of this is via email, so the Coordinator also monitors the Assemblies for All inbox.

The Coordinator reports to the Director of Understanding Humanism and liaises closely with the Education Development Manager.

Key Activities

1. Keeping an accurate record of the assemblies available on the Assemblies for All website.
2. Helping to identify, and assess the suitability of, new assembly resources for addition to the website.
3. Reaching out to organisations that provide suitable assemblies to inform them that the Assemblies for All website will be linking to their resources.
4. Editing the Assemblies for All website where necessary, uploading new links to assembly resources, removing broken links, and finding replacement links where possible.
5. Annually updating key dates in the calendar which change each year.
6. Assisting the team with Assemblies for All promotion by:
 - a. Recommending the highest quality or most interesting assembly resources for posting on social media.
 - b. Suggesting organisations and contacts to promote the website to.
7. Responding to queries sent to the Assemblies for All email inbox.

Key Skills and Experience

1. A highly competent administrator.
2. Good written communication skills.
3. The role is suited to someone with some knowledge or experience of the education sector, particularly of what makes an effective assembly.
4. IT literacy. The role will involve the use of email, and basic editing of the website and Google documents. Familiarity with WordPress is desirable, but not essential, as induction, support and training will be provided.

The role will require 6-8 hours per month and is flexible enough to be able to be scheduled around other commitments.

This role is voluntary. There shouldn't be any costs on the part of the Assemblies for All Coordinator. All the core activities should be able to be done remotely, but the Coordinator is welcome to come into the Humanists UK office in London. Reasonable travel expenses can be reimbursed.

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.