



## **Volunteer Information Pack**

### **SACRE/SAC 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.

Humanist representation on SACREs (Standing Advisory Councils on Religious Education) in England and SACs (Standing Advisory Councils for Religion, Values and Ethics) in Wales – the bodies that guide local authorities' religious education provision – is so important to help guarantee a subject and teaching that are both high-quality and fully inclusive of non-religious perspectives. Over 120 of these committees in England and Wales already have a humanist member. We work consistently towards humanist representation on all SACREs/SACs, to fill vacancies where they arise, and to support reps in their role.

**We need help with maintaining our records of SACREs/SACs and humanist reps, liaising with SACRE/SAC chairs and clerks, publicising the SACRE/SAC rep role, and filling vacancies.**

The SACRE/SAC Coordinator role offers a great opportunity to make a real difference to humanist representation on these committees and so to shaping inclusive religious education. The Coordinator is part of the Understanding Humanism team, liaising closely with our people working to raise awareness and understanding of humanism.

### **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 the education world more broadly, and of how SACREs/SACs operate, would be an advantage. You'll also be IT literate and 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 'SACRE/SAC Coordinator' via [education@humanists.uk](mailto: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](mailto: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 SACRE/SAC Coordinator is part of the [Understanding Humanism](#) team, who deliver Humanists UK's education resources, training and services (such as our school speaker network). Team members are:

- 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 SACRE/SACCoordinator volunteer**

The SACRE/SAC Coordinator plays a key role in ensuring that Humanists UK keeps an accurate record of the humanist representatives currently active in Standing Advisory Councils for Religious Education (SACREs) in England and Standing Advisory Councils on Religion, Values and Ethics (SACs) in Wales, and assists with our work to increase the number of these committees that have a humanist representative.

The role is primarily administrative, but also involves communication with SACRE/SAC chairs and clerks, and with existing and potential reps. Much of this is via email, so the Coordinator also monitors the SACREs/SACs inbox.

The Coordinator reports to the Director of Understanding Humanism and liaises closely with the Education Development Manager. They also liaise with colleagues in the Education Campaigns team from time to time.

You will find more information about how we work with SACREs/SACs on the Humanists UK [website](#).

## **Key Activities**

1. Maintaining a record of the number, status and details of humanist reps on SACREs/SACs across England and Wales, and informing Humanists UK about any updates.
2. Approaching SACREs/SACs to offer a humanist representative where needed.
3. Helping to promote the role of SACRE/SAC rep to potential candidates where vacancies exist, including by drafting mailings and submitting mailing requests.
4. Helping to assess the suitability of potential humanist SACRE/SAC reps.
5. Responding to queries from humanist SACRE/SAC reps.
6. Providing advice or resources to humanist SACRE/SAC reps, or directing them to where help can be found.
7. Helping to enable communication between SACRE/SAC reps who can support each other.
8. Supporting the team's communication with SACRE/SAC reps via contributions to newsletters and webinars.
9. Attending and contributing to a quarterly update meeting with colleagues from the Understanding Humanism and Education Campaigns teams (optional).

## **Key Skills and Experience**

### **Essential**

1. A highly competent administrator.
2. Strong written communication skills.
3. The role is suited to someone with some knowledge or experience of the education sector.
4. IT literacy. The role will involve the use of email, and basic editing of Google documents. Induction, support and training will be provided.

### **Desirable**

1. It would be beneficial for the volunteer to have knowledge or experience of the teaching of religious education.
2. It would be beneficial for the volunteer to be familiar with SACREs/SACs and how they operate and, ideally, have experience of working with, or membership of, a SACRE/SAC.

The role will require 1-2 hours per week and is flexible enough to be able to be scheduled around other commitments. Some weeks may involve a little more time than this; others less.

This role is voluntary. There shouldn't be any costs on the part of the SACRE/SAC 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.