



Volunteer Application Pack Exeter Humanists Events Manager

Role type: Volunteer

Location: Exeter, home-based

Expenses: Necessary expenses will be reimbursed

Application: Email branches@humanists.uk (see page 5 for what to include)

Time commitment: Roughly 2 hours per week

Thank you for your interest in volunteering with Exeter Humanists, a Local Section of Humanists UK. Across all of Humanists UK our dream is of a tolerant world where rational thinking and kindness prevail. Our dedicated staff of 40+ and hundreds of volunteers work hard to achieve this aim.

We hope that you'll join our team as the new Events Manger for Exeter Humanists!

Exeter Humanists is a local section of Humanists UK. All Humanists UK members and supporters in the local area are automatically part of the section.

Exeter Humanists aim to provide a range of activities for non-religious living to meet, socialise, campaign, raise awareness of humanism, participate in local civic life and support each other. The Local Section represents Humanists UK and the local humanist community at public events and in public forums.

By bringing together the best of our national experience and local organising, we want to keep all the great stuff from the existing group, while opening new community, volunteering, and leadership opportunities for local humanists.

Local Section Name Humanists will be led by a team of volunteers that organises events and activities throughout the year.

Firstly, Local Sections exist to serve and develop humanist communities by:

- Developing humanists' understanding of themselves as humanists and as members of a wider humanist community
- Enabling individual personal development for humanists
- Providing like-minded fellowship with humanists
- Engaging in outward-facing social action by humanists

Secondly, Local Sections exist to support, promote and develop Humanists UK's services locally:

- Humanist school speakers, and adult education programmes
- Humanist funerals, weddings, and naming ceremonies
- Humanist pastoral care in prisons, hospitals and other settings

Thirdly, we hope Local Sections will work at a local level to support Humanists UK and the national movement by:

- Increasing our number of members, donors, and supporters
- Increasing our number of positive media mentions
- Achieving public policy changes in line with our policy remit

The Exeter Humanists Committee

The committee will be made up of the core leadership team (the Coordinator, Secretary and Events Manager, appointed by Humanists UK) and any other officers or members appointed. They are supported by a wider team of volunteers.

As Events Manager, you will lead and develop the Exeter Humanists team.

Your main responsibilities will be to:

- Work with the Coordinator to develop an annual programme of online and in-person events.
- Lead the delivery of all events, including speaker acquisition, venue relations, volunteer briefing, and promotion.

You may also be asked to:

- Collaborate with other groups on joint events.
- Ensure that a fundraising element is in place at events.
- Support other volunteers to organise individual events.

Why volunteer for Exeter Humanists?

We hope that being the new Events Manager for Exeter Humanists will be a personally, socially, and professionally fulfilling experience. You will have the opportunity to:

- Make new friendships and connections across the humanist (and wider) local community.
- Connect with and learn from humanist volunteers in sections across the country.
- Meaningfully shape the development of the local humanist community and civic life in and around Exeter.
- Gain new, or improve your current skills, and grow your confidence to use them

What you'd bring to the role

Whatever your background or prior experiences, if you're passionate about and committed to creating inclusive humanist communities, this role could be for you. To take on, grow into and excel in this role, you will likely need:

- Skills relevant to the main responsibilities. These need not be backed up by tons of experience, but you should have some existing skills that you can adapt and develop.
- Experience organising events (these could be of any scale) would be helpful.
- An understanding of what makes a successful humanist-themed event and its contribution to humanist community building.
- A good basic understanding of what humanism means to you (this doesn't need to be extremely detailed, and will likely develop over time).
- A willingness to learn from other volunteers, including new skills, processes, systems or approaches.
- Although the role is not IT-heavy, we would expect a basic level of IT literacy and a willingness to learn, are essential.

Applying for the role

To apply for the role, please email branches@humanists.uk letting us know:

- Who you are, including a little bit about yourself
- Why you are interested in the role
- What you think you'd bring to the role (e.g. your skills and experiences that would be particularly relevant)
- What you'd like to get out of the role
- Any concerns, or extra support you'd need in the role

Once we receive your application for the role, we will promptly confirm receipt. If we believe you'll be a great fit for the position, we will arrange an informal conversation with a member of Humanists UK's People Team. It won't be a rigorous or formal interview, but rather an opportunity for us to confirm that you and Exeter Humanists will be a good fit for each other.

We hope this pack contains all the information you will need to decide whether the role is right for you, and to apply. However, if you have any questions before you apply, you are more than welcome to contact branches@humanists.uk for more information, or an informal chat.

Whatever your background, or prior experiences, if you're passionate about creating an inclusive, effective humanist community in and around Exeter we'd love to hear from you.

A DBS check and Safeguarding training are required for this role. Humanists UK will arrange and pay for this. If you have any questions regarding this please contact DBS@humanists.uk.

We actively encourage applications from all sections of our community. We particularly welcome applicants from groups currently under-represented among section volunteers and leaders, these would include individuals who identify as female, Black, Asian and Minority Ethnic, disabled, or trans.

You can read our [Recruitment and Promotion](#) and [Equal Opportunities](#) policies online.