

Role of the Local Groups Development Officer

The Local Groups Development Officer (LGDO) is a permanent, part-time role to support Humanists UK's Local Groups programme and the network of Local Group personnel.

The role is part of the Community Services directorate, which is responsible for all our work in providing humanist community services to the non-religious, such as humanist ceremonies, pastoral care, and fellowship and purpose through local groups. Our network of Local Groups is central to our work to ensure that people can connect with others, support each other, and contribute to our wider work for a kinder and fairer society.

The LGDO supports the set-up and development of Humanists UK Local Groups. This includes the recruitment and support of volunteer teams, equipping them with the confidence, skills, knowledge and resources to sustain their group. They act as a point of contact for Local Group volunteers, particularly during the initial set up phase of a Local Group. The Local Groups Development Officer also advocates for group needs and concerns, and ensures our volunteers feel valued, recognised and that the impact of their work is acknowledged across the organisation and community.

Key Tasks and Activities

1. Support the recruitment, induction, and ongoing support of Local Group volunteer teams, ensuring they are informed, engaged and equipped with the skills and confidence to take on their role.
2. Work with the Head of Groups and Communities to identify opportunities and locations for new Local Groups to be developed, and work with members and the local community to initiate them.
3. Contribute to the ongoing development and support of established Local Groups.
4. Act as a point of contact for Local Group volunteer queries, concerns, and expressions of interest, ensuring effective and timely communication and support, particularly in the initial set up phase of the Local Group.
5. Contribute to delivery of central processes for Local Groups, such as
 - Managing Local Groups inbox each working day: resolving, escalating and/or forwarding queries as appropriate.
 - Setting up events and mailings for Local Groups.
 - Setting up social media accounts for Local Groups.
6. Contribute to the creation, development, and review of resources provided to Local Group volunteer teams.
7. Record, monitor, and report on engagement across the network of Local Groups, including reviewing and acting upon feedback and learning.
8. Promote opportunities for people to develop and get involved in Local Group activity.
9. Involvement in planning and delivery of Local Group events, especially those related to early groups' 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, and/or interview)

A commitment to volunteering and experience working with or supporting volunteers - either in a paid capacity or as a volunteer yourself	Application, and/or interview
An understanding of community development and involvement and a passion for the power of community action	Application, and/or interview
Strong project development skills - excellent planning and organisational skills and the ability to prioritise tasks	Application, pre-interview task, and/or interview
Excellent interpersonal and organisational skills	Application, pre-interview task, and/or interview
Partnership working skills - communication, listening, collaborating	Application, pre-interview task, and/or interview
Experience developing systems and processes	Application, and/or interview
Excellent IT skills and experience of setting up social media accounts	Application, pre-interview task, and/or interview
Active commitment to equity, diversity and inclusion	Application, and/or interview
Demonstrable interest in and understanding of humanism	Application, and/or interview
Willingness and some flexibility to travel to attend Local Groups	Application, and/or interview

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

Experience of working or volunteering within a distributed regional organisation structure (eg branches, regional clubs)	Application, and/or interview
Experience or understanding of volunteer-led community action	Application, and/or interview
Experience delivering training	Application, and/or interview
Experience developing engaging learning materials	Application, and/or interview