



Volunteer Role Description

Leeds Humanists

Coordinator

Location: Leeds area, home-based

Expenses: Necessary expenses will be reimbursed

Time commitment: Roughly 5 hours per week, or 20 per month

Reports to: Local Group Volunteer Coordinator and Head of Local Groups

The Leeds Humanists Committee

The committee will be made up of the core leadership team (comprising a minimum of the Coordinator and Administrator, with ideally at least one other member) and any other officers or members appointed, such as a Social Media Lead or Events Lead. They are supported by a wider team of volunteers.

As Coordinator, you will lead and develop the Leeds Humanists team.

Your main responsibilities will be to:

- Lead on developing an annual plan of meaningful activities programme of activities for the local humanist community, and ensure the local group volunteer team has the members and skills necessary to deliver this plan.
- Lead on working with and reporting to Humanists UK, to ensure that what Leeds Humanists is doing fits the wider organisation and that economies of scale/crossovers/other opportunities aren't missed.
- Take responsibility for ensuring that Leeds Humanists' activities are inclusive and welcoming.

You may also be asked to:

- Create and develop local links to other Humanists UK services and groups, as well as other relevant stakeholders.
- Manage the delivery of events and other activities, with the support of the rest of the team.
- Represent the local humanist community in a variety of stakeholder and civil society forums.

- Promote Humanists UK membership, fundraising, educational, and public policy campaigns.
- Support the budgeting and financial management of the group.

Why volunteer for a Humanists UK Local Group?

We hope that being a volunteer with your Local Group 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 groups across the country.
- Meaningfully shape the development of the local humanist community and civic life in and around your area.
- 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.
- Leadership experience and potential (this need not be developed through traditional routes), but you should have the ability to inspire others.
- Confidence in representing yourself and your beliefs in a variety of forums.
- 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, it does need a basic level of IT literacy and a willingness to learn.

Additional information

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.

As mentioned, while this role operates remotely, we require volunteers to be situated in or near the local area. This ensures their accessibility for any necessary in-person meetings and events and helps to build connections in the local community.

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