



Volunteer Role Description

Bangor Humanists

Administrator

Location: In or near Bangor, home-based

Expenses: Necessary expenses will be reimbursed

Time commitment: Roughly 2 hours per week

Works closely with: Bangor Humanists Coordinator and Humanists UK Local Group Volunteer Coordinator

The Bangor 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 the Administrator for Bangor Humanists, you will play a vital role in the effective functioning of the local humanist community. This position combines financial oversight, administrative support, and collaborative teamwork to ensure the success of events, activities, and the Local Group's processes.

Your main responsibilities will be to:

- Develop and manage budgets, ensuring the financial viability of local activities.
- Process invoices and expense claims.
- Organise committee meetings, record minutes, and support event planning.
- Assist in recruiting, managing, and inducting volunteers.
- Develop and execute fundraising strategies for local activities.

You may also be asked to:

- Aid the Coordinator in annual reporting
- Manage mailings and Local Group enquiries.
- Provide support to team members in event delivery.

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

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.