



Volunteer Role Description

Sheffield Humanists

Events Lead

Location: Sheffield area, home-based

Expenses: Necessary expenses will be reimbursed

Time commitment: Roughly 2 hours per week

Works closely with: Sheffield Humanists Coordinator and Administrator, with support from Humanists UK Local Group Volunteer Coordinator

The Sheffield 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 Events Lead, you will be an important part of the Sheffield Humanists team. You will support them to deliver a range of inclusive events that inform, entertain, inspire and connect local humanists.

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 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.
- 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, 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.