



Volunteer Information Pack

SACRE Rep Coordinator

Role type: Volunteer

Location: Remote

Expenses: Reasonable expenses will be reimbursed (none are anticipated)

Time commitment: Approximately two to three hours per week

Reports to: Education Networks Manager

Other key relationships: Policy and Campaigns Manager, Wales Policy and Campaigns Manager, Head of Education, Advancing Humanism Administrator

Thank you for your interest in volunteering with the Education team. Across all of Humanists UK, our dream is of a tolerant world where rational thinking and kindness prevail. Our dedicated staff of 30+ and hundreds of volunteers work hard to achieve this aim.

We hope that you'll join our team as the new Volunteer SACRE Rep Coordinator!

Humanist representation on SACREs (Standing Advisory Councils on Religious Education) in England and SACs (Standing Advisory Councils for Religion, Values and

Ethics) in Wales – the bodies that guide local authorities’ religious education provision – is so important to help guarantee a subject and teaching that are both high-quality and fully inclusive of non-religious perspectives. Over 160 of these 173 committees across England and Wales already have a humanist member. We work consistently towards humanist representation on all SACREs/SACs, to fill vacancies where they arise, and to support existing reps in their role.

We need help with maintaining our records of SACREs/SACs and humanist reps, liaising with SACRE/SAC chairs and clerks, publicising the SACRE/SAC rep role, filling vacancies, and supporting existing reps in their role.

The SACRE/SAC Coordinator role offers a great opportunity to make a real difference to humanist representation on these committees and so to shaping inclusive religious education. The Coordinator is part of the Education team, liaising closely with our people working to raise awareness and understanding of humanism.

Key Activities

Through regular monitoring of the designated SACRE inbox, the SACRE Rep Coordinator plays an important role in ensuring that:

- our network of humanist SACRE/SAC reps are supported in their role;
- we are working to recruit new humanist representatives for SACREs/SACs on which there are vacancies;
- we are communicating promptly and professionally with SACRE/SAC contacts (e.g. chairs, clerks and advisers).

The SACRE Rep Coordinator:

- is responsible to the Education Networks Manager (ENM);
- also works closely with the Policy and Campaigns Manager (PCM) and collaborates with the Wales Policy and Campaigns Manager (WPCM), the Head of Education (HOE), and the Advancing Humanism Administrator (AHA);
- receives support from the ENM as and when needed;
- meets regularly (approximately monthly) with the ENM and PCM;
- takes responsibility for the designated SACREs email inbox, responding to enquiries from our network of humanist reps and SACRE/SAC contacts or disseminating enquiries to the relevant member of staff, where necessary;
- updates and maintains our main spreadsheet record of SACRE/SAC reps, chairs, clerks, and other relevant stakeholders;
- supports the ENM with ongoing support for our network of reps (for example by supporting the facilitation of a CPD webinar or sharing content for termly newsletters);
- will comply with the General Data Protection Regulation (GDPR).

What you'd bring to the role

To take on, grow into, and excel in this role, you will need:

- excellent verbal and written communication skills;
- effective administration skills;
- IT literacy (including email and spreadsheets), with your own access to a computer and the internet;
- a willingness to learn from staff and other volunteers, including new skills, processes, systems or approaches;
- *one or more of:*
 - experience of volunteering as a SACRE/SAC representative;
 - experience of working in or with the education sector;
 - experience of working in or with local government.

You'll receive induction and support, and we can provide training on any specific IT needs.

What you would gain from the role

This volunteer role will provide opportunities to:

- offer practical support to, and build relationships with, other education volunteers – our network of SACRE/SAC Reps – by supporting and advising them in their role;
- perform an integral role in improving young people's awareness and understanding of humanism, by increasing humanist representation on SACREs/SACs across England and Wales;
- experience planning or facilitating CPD (Continuing Professional Development) for SACRE/SAC reps;
- develop a deeper understanding of, and involvement with, the education and campaigns work at Humanists UK.

This is an open-ended role but is subject to periodic review to ensure that both Humanists UK and the volunteer are happy with the activities and how they are being carried out.

Coordination support is required throughout the year, though some points in the year are busier than others (for example mid term-time). The Coordinator makes a regular commitment (approximately two to three hours per week) though Humanists UK appreciates that this will vary. This commitment can largely be flexible, although some tasks will need to be carried out during normal 'working hours' (e.g. meetings with staff colleagues and phone communication with external stakeholders).

If the Coordinator is not able to carry out their role – temporarily or long term – they are asked to let the ENM know promptly.

