

**International Humanist and Ethical Union
Communications Officer**

Job Application Pack

Thank you for your interest in this position. Pages 2 and 3 of this pack give more details about the vacancy and page 4 gives the criteria against which we will be recruiting for the job.

How to apply

Applicants should complete the application form. Completed forms should be returned electronically by email with the subject 'IHEU Communications Officer' to colin.divens@iheu.org by **midnight on 28 February 2012**.

Short-listing and interviews

Candidates shortlisted for interview will be notified by **5pm on 5 March** and I regret that we do not have the resources to inform other applicants that they have not been shortlisted. Interviews for shortlisted candidates will be held on **13 March**, at our offices at 1 Gower Street, London WC1E 6HD.

If you have any questions about the post, please feel free to contact me on 020 7079 3583 or andrew@humanism.org.uk

Yours sincerely,



Andrew Copson
Vice President

International Humanist and Ethical Union
1, Gower Street
London WC1E 6HD

International Humanist and Ethical Union Communications Officer

Context

Founded in 1952, the **International Humanist and Ethical Union (IHEU)** is the world union of organisations making up the global Humanist movement, inclusive of all non-theistic traditions such as Humanist, atheist, rationalist, secularist, laïque, ethical culture, freethought and skeptic.

We want a secular world in which human rights are respected and everyone is able to live a life of dignity.

We work to build and represent the global humanist movement that defends human rights and promotes humanist values world-wide.

Our policy agenda consists of:

- Promoting constitutional secularism and separation of religion and state
- Supporting freedom of conscience, opposing apostasy laws, and promoting freedom of religion and belief
- Supporting freedom of expression, opposing blasphemy and 'defamation of religion' laws
- Promoting human rights, particularly of non-religious people
- Opposing the harm done by beliefs in witchcraft and superstition
- Promoting humanist ethical values and the scientific approach
- Promoting democracy and peace

Our Aims are to have:

- **successful and sustainable member organisations in every part of the world**

We provide grant funding, leadership training, intellectual resources, support on the ground and other support to stimulate, encourage, foster and support new and emerging humanist, atheist and other relevant organisations. We concentrate our efforts in priority regions, but also operate opportunistically to support organisations as they arise.

- **member organisations which are networked together as a coordinated global movement**

We bring organisations of all non-theistic traditions together, and bring the individuals engaged in the work of these organisations together both in person and in networks online. We support our Member Organisations to learn from each other, take action jointly and become involved in our work.

- **international and regional government policies shaped by our policy agenda**

We will maintain delegations at priority international institutions to represent the global movement and advance our policies. We will work in cooperation wherever possible with other NGOs and mobilise our member organisations to lobby their governments in support of initiatives that advance our policies.

- **sufficient reputation, financial and human resources, and administrative effectiveness to achieve our goals**

We work to achieve a staffed office and paid consultants in selected global regions, governed by an effective Executive Committee and supported by committed volunteers. We work to secure funding from multiple sources including individual donors, our Member Organisations and grant-making bodies, and to enhance our reputation through targeted communication to selected audiences.

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We currently maintain volunteer delegations to the United Nations in New York and Geneva, UNESCO in Paris, the Council of Europe in Strasbourg and the African Commission on Human and Peoples' Rights, and work with the European Humanist Federation which maintains delegations to the European Union institutions and to the OSCE.

IHEU's office is based within the British Humanist Association (BHA) offices, where IHEU's full-time administrator is also based, and the IHEU Communications Officer will be included in BHA staff social activities. The BHA's current Chief Executive, Andrew Copson, is a member of IHEU's Executive Committee.

IHEU has a full-time administrator based in the office and the following working on a consultancy basis, most part time: finance officer (based in the UK); communications consultant (based in the US); two development consultants (based in India and Uganda) and the editor of *International Humanist News* (based in India).

Role of Communications Officer

The Communications Officer is responsible to the Executive Committee for the management of IHEU's communications with Member Organisations and the public regarding IHEU's activities and policy agenda.

The post is full-time and will be based at IHEU's offices in London WC1. The postholder will be required on occasional weekends and evenings to support meetings and events, and time off in lieu is given for evening/weekend work. The postholder also needs to be willing to travel to meetings in different parts of the world.

Subject to successful completion of a three-month probationary period, this is a permanent post, Monday-Friday 7 hours per day between the hours of 8.30am and 6.30pm.

Salary is up to £30,000. Stakeholder pension contributions matched up to 6% of employee contributions are available after successful completion of the probationary period.

Key Tasks and activities

1. To produce high quality information materials about global humanism, IHEU's policy agenda, activities and development priorities.
2. To communicate IHEU policy in conjunction with the Executive Committee, Member Organisations and International Representatives.
3. To be responsible for communications with Member Organisations, International Representatives, Individual Supporters, donors and general contacts.
4. To work with the Executive Committee to grow and develop new donor streams.
5. To seek out and build relationships with organisations and individuals sympathetic with IHEU's objectives and maintain contact with IHEU's strategic alliances.
6. To manage the editor of International Humanist News (IHN) and to work with the publishers of the IHN versions in other languages.
7. To develop an international media contacts database, act as the first point of contact for media contacts, generate new stories on IHEU and Humanism, with news releases and media briefings.

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Person Specification

These criteria are divided into essential and desirable. Candidates not meeting *all* the essential criteria will not be considered 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.

Essential

1. Excellent written and oral communication skills
2. Ability to write clear, high quality persuasive copy to tight deadlines in a range of styles
3. Experience of developing and delivering media strategies
4. Experience of building strong, effective and successful relationships in a professional context
5. Ability to work independently and proactively
6. Excellent organisational skills: multi-tasking, attention to detail, flexibility, etc
7. Excellent IT skills including Microsoft Office
8. Proven commitment to promoting Humanism
9. Willingness to travel abroad to meetings

Desirable

1. Fluency in a second language (i.e. in addition to English)
2. Experience of working in a Humanist organisation