



Volunteer Application Pack

Exeter Humanists

Events Manager

Role type: Volunteer

Location: Exeter (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)

Expenses: Reasonable expenses will be reimbursed

Time commitment: Roughly 2 hours per week

Reports to: Exeter Humanists Coordinator

Application: Email localgroups@humanists.uk (see page 3 for what to include)

Thank you for your interest in volunteering with Exeter Humanists, a Local Group of Humanists UK. Across all of Humanists UK our dream is of a tolerant world where rational thinking and kindness prevail. Our dedicated staff of 50+ and hundreds of volunteers work hard to achieve this aim.

We hope you'll join our team as the new Events Manager for Exeter Humanists!

Local Groups:

- Provide a range of activities related to humanist fellowship, personal development, and social action.
- Promote and support Humanists UK services, projects, and campaigns in the local area.
- Grow our supporter base at a local and national level.
- Develop group volunteers as valued Humanists UK representatives.

About Exeter Humanists

Exeter Humanists are a Local Group of Humanists UK. All Humanists UK members and supporters in the local area are automatically part of the Group.

Exeter Humanists aim to provide a range of activities for non-religious living in Exeter to meet, socialise, campaign, raise awareness of humanism, participate in local civic life and support each other. The Local Group represents Humanists UK and the local humanist community at public events and forums.

Exeter Humanists is led by a team of volunteers that organises events and activities throughout the year.

Events Manager Role Description

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 Exeter Humanists?

We hope that being the new Events Manager for Exeter Humanists 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 Exeter.
- Gain new, or improve your current skills, and grow your confidence to use them

What you would 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, we would expect a basic level of IT literacy and a willingness to learn, are essential.

Applying for the role

To apply for the role, please email localgroups@humanists.uk to let us know:

- Who you are, including a little bit about yourself
- Why you are interested in the role
- What you think you'd bring to the role (e.g. your skills and experiences that would be particularly relevant)
- What you would like to get out of the role
- Any concerns, or extra support you'd need in the role

Once we receive your application for the role, we will promptly confirm receipt. If we believe you'll be a great fit for the position, we will arrange an informal conversation with the Branch Volunteer Coordinator, Wayne.

We hope this pack contains all the information you will need to decide whether the role is right for you, and to apply. However, if you have any questions before you apply, you are more than welcome to contact localgroups@humanists.uk for more 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 actively encourage applications from all sections of our community. We particularly welcome applicants from groups currently under-represented among volunteers and leaders, these would include individuals who identify as female, Black, Asian and Minority Ethnic, disabled, or trans.

You can read our [Recruitment and Promotion](#) and [Equal Opportunities](#) policies online.