**JOB DESCRIPTION: Ceremonies Manager**

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| Job title | Development Officer (Ceremonies) |
| Reports to | Director of Services |
| Direct Reports  | * Development Officer
* Administrator
 |
| Location | Currently home working - Post COVID restrictions, option to work a blend of remote / Edinburgh office Ability for occasional travel across Scotland |
| Salary | £29,416.80 (£23,533.44 pro rata) | Hours | 0.8 FTE28 hours per week Occasional evening and weekend work required |
| Probationary period 6 monthsNotice period 1 monthHolidays 35 days per annum including bank holidays (28 days pro rata)  |
| Purpose of the role |
| To oversee the day to day operations of Humanist Society Scotland’s ceremonies function. To contribute to the growth and development of Humanist Society Scotland’s ceremonies.  |
| Key responsibilities |
| Key Responsibilities* Day to day management of ceremonies function
* Communicate key information to Celebrants and relevant stakeholders
* Ensure appropriate processes and policies are in place
* Ensure online content re Humanist Society Scotland ceremonies is up to date and accessible
* Oversee promotion of Humanist Society Scotland ceremonies through a range of activities such as social media, wedding exhibitions, promotional packages
* Managing relationships with external stakeholders such as funeral directors, wedding suppliers etc and being a champion for Humanist Society Scotland ceremonies
* Support the professional development of Humanist Society Scotland Celebrants
* Manage delegated ceremonies budget
* Line management responsibility for support staff
* Work as part of the Humanist Society Scotland team

This is not an exhaustive list of activities  |
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| **PERSON SPECIFICATION** |
| Knowledge & experience |   |
|  Essential | Experience of managing / supervising a busy team |
| Experience of business planning and development  |
| Competent IT user |
| High level of verbal and written communication skills, including confident presentation skills |
| Experience of working with a diverse range of stakeholders  |
| Experience of customer service and responding to members of the public |
| Experience using Microsoft applications such as Word and Excel, or Google Docs and Sheets |
| Attention to detail |
| Ability to work on own initiative |
| Ability to prioritise workload |
| Work well in a team, and happy to help others as required |
| Ability to maintain confidentiality, and an understanding of GDPR principles |
| Willingness to learn new software packages |
| Empathy with the aims and values of Humanist Society Scotland |
| Desirable | Experience of the wedding or funeral industries |
| Experience using Google Workspace |
| Experience using CiviCRM, or other similar CRM systems |
| Experience using / supervising social media channels in a professional capacity (especially Facebook and Instagram) |
| Experience editing website content created using WordPress or similar. |