**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 FTE  28 hours per week  Occasional evening and weekend work required |
| Probationary period 6 months  Notice period 1 month  Holidays 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. | |