



SPUC APPLICATION PACK

London HQ Receptionist



Society for the **Protection**
of Unborn Children

WELCOME NOTE FROM THE CEO

Dear Candidate,

Thank you for your interest in working for our organisation.

We hope that this application pack helps to inform your decision about applying for a key role at the Society for the Protection of Unborn Children (SPUC).

At SPUC we are united in pursuit of a single vision: a world where abortion is unthinkable.

The SPUC team brings together a growing professional staff, an organised network of grassroots activists, and thousands of members and supporters nationwide.

Together we are leading the fight for the unborn in our political institutions, we are bringing the truth about abortion to the public through our communications, and we are building a new pro-life generation through our extensive educational activities.

The SPUC team continues to lead the way in the most pressing struggle for justice of our age and that is why our staff are a top priority.

Every member of staff plays a crucial role in our ambitious programme of work. I am personally dedicated, with my senior leadership team, to helping you to achieve your full potential in your professional and personal life.

At SPUC we have the spirit of "Going the Extra Mile" for unborn children and for all those affected by the horror of abortion.

Despite the stresses and strains that inevitably accompany working for the pro-life cause, we have the great consolation of knowing that our efforts are helping to save countless innocent, defenceless and irreplaceable lives. What can be a greater reward than that?

We face an enormous challenge, but we are proud to have a staff dedicated to fighting for the rights of all unborn children. We are confident that we expend our efforts in the cause of truth and justice.

If you have the skills, energy and passion to deliver justice for unborn children, then we look forward to hearing from you.

To apply for this role, please send a CV and covering letter explaining your suitability for the role.

Together we will be a voice for the unborn, and a voice for justice.



A handwritten signature in black ink that reads "John Deighan". The signature is written in a cursive, flowing style.

John Deighan, *Chief Executive Officer*



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OUR VISION, MISSION AND VALUES

OUR VISION

At SPUC we are all united by a simple and straightforward vision: a world where abortion is unthinkable.

This is the vision that inspires everything we do and guides every decision we make.

We want to see a world in which every unborn baby is welcomed, cherished and protected and in which every mother and father receives the help and support they need.

OUR MISSION

SPUC offers a serious and wide range of activities, leading the campaign to protect the rights of unborn children.

OUR ACTIVITIES

- Political lobbying at Westminster, Holyrood, Cardiff and Stormont, putting pressure on our politicians to uphold the rights of unborn children.
- Education and youth activity which is forming a new pro-life generation through activities from primary to university level.
- Cutting edge medical and bioethical research, to advance and strengthen the pro-life cause in academia and the professions.
- Communication of the pro-life message to the general public through electronic and print media.
- Public witness, to educate and form the general public.
- Creating film and drama to communicate the pro-life message in innovative and engaging ways.

OUR VALUES

The following values were identified by SPUC staff as representing the character and ethos of our organisation. They clearly express who we are as individuals and as an organisation.

- Justice: promoting justice for the unborn.
- Caring: providing care and support to those threatened or harmed by abortion.
- Professional: displaying the highest professional standards in all our relations with our beneficiaries, supporters and with each other.
- Leadership: leading and empowering others to defend the right to life with confidence and clarity.
- Truth: defending and sharing the truth.
- Integrity: living and working with integrity.



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OUR ORGANISATION AND OUR AIMS

The Society for the Protection for Unborn Children (SPUC) is a grassroots organisation, which campaigns to secure the rights of unborn children. We were founded in 1967 due to the threat to life of the unborn posed by the Abortion Act which was then progressing through Parliament. Since the passage of the act we have expanded the scope of our work and now seek to secure the rights of unborn children through activities in a wide variety of fields.

THE PRINCIPAL AIMS AND OBJECTS OF THE SOCIETY ARE:

- To affirm, defend and promote the existence and value of human life from the moment of conception until natural death.
- To defend and protect human life generally and in particular, whether born or unborn (although principally the latter) and wheresoever situate (although principally in Great Britain and Northern Ireland, the Isle of Man, the Channel Islands, the Republic of Ireland and Europe).
- To reassert the principle laid down in the “Declaration of the Rights of the Child” (1959) that “the child, by reason of his physical and mental immaturity, needs special safeguards and care, including appropriate legal protection, before as well as after birth.”
- To defend, assist and promote the life and welfare of mothers during pregnancy and of their children from the time of conception up to, during and after birth.

The Society employs around 45 members of staff (in full-time and part-time roles), working from offices in London, Glasgow, Belfast, Preston and Stockton-on-Tees.

We are supported by more than 15,000 members nationwide, and have more than 50 volunteer branches in towns and cities across the UK.

Expanding our grassroots presence is a major priority for us over the next few years. Our ambitious goal is to have a SPUC branch in every parliamentary constituency to fight for the rights of unborn children.



LONDON HQ RECEPTIONIST

LOCATION: London Office, SE11

REPORTS TO: London Office Manager

HOURS: Full-time, 9am–5pm, Monday–Friday

SALARY: c.£26,000 (dependent on experience)

JOB PURPOSE

The Receptionist is the first point of contact for SPUC's London office, providing a professional and welcoming environment for visitors and callers. This role also includes administrative support, particularly assisting with despatch and data entry tasks as required.

KEY RESPONSIBILITIES:

Reception Duties (Primary Responsibility):

- Greet and welcome visitors in a courteous and professional manner.
- Answer incoming calls, transfer them appropriately, and take accurate messages.
- Receive incoming and outgoing post, including courier services and pass to Dispatch Department
- Maintain the reception area, ensuring it is tidy and presentable at all times.
- Provide general information to callers and visitors about SPUC and direct enquiries to the appropriate departments.

Administrative Support:

- Assist with despatch tasks such as packing, labelling, and organising bulk mailings.
- Perform accurate data entry into SPUC's internal systems as required
- Provide occasional support for event preparation, such as collating materials or preparing attendee lists.
- Assist with filing, photocopying, and other routine office tasks as required.

PERSON SPECIFICATION

Essential:

- Excellent interpersonal and communication skills.
- Confident phone manner and a welcoming attitude.
- Strong organisational skills and attention to detail.
- Basic proficiency in Microsoft Office (Word, Excel, Outlook).
- Ability to work independently and as part of a team.



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Desirable:

- Previous experience in a reception or administrative role.
- Familiarity with data entry or CRM systems.
- Commitment to the values and mission of SPUC.

APPLICATION PROCESS

To apply, please send your CV and a compelling cover letter outlining your relevant experience and passion for our mission to yasminpereira@spuc.org.uk

