

## JOB DESCRIPTION

**POST: Secretary to Trustees - Part Time**

**ACCOUNTABLE TO: CEO (and Chair of Trustee Board)**

### **JOB PURPOSE:**

Responsible for the smooth and efficient running of meetings of the Trustee Board and any sub-committees, providing assistance and support to the Chair of the Board of Trustees

### **KEY RESPONSIBILITIES AND DUTIES:**

1. To plan and prepare committee meetings and the AGM with others as appropriate. Plan meeting dates, book and prepare rooms, organise refreshments, send out notifications, minutes and other papers.
2. Draw up agendas together with the Chair and CEO.
3. Minute Trustee or sub-committee meetings in a timely manner (or ensure another minute taker is available, if required)
4. Accurately record decisions and actions in the minutes and report to the next committee meeting on the progress of actions and the result of decisions.
5. Deal with correspondence, writing letters, emails as agreed at committee meetings, summarising correspondence/emails received at the next committee meetings and drafting replies as appropriate.
6. Ensuring that trustee decisions are implemented in accordance with the charity's governing document or other internal operational procedures. To ensure that other meetings such as AGM, and events are properly administered
7. Updating and compiling policies and procedures for the Charity
8. Deputising for CEO at meetings, if required.

**SKILLS REQUIRED:**

1. Administration Skills

- Computer skills (MS office)
- Good written skills
- Ability to manage diaries and organise meetings

2. Good team working and leadership skills

- Self-motivated, flexible and cooperative
- Clear verbal and written expression
- Excellent time management skills

3. Ability to work flexibly

- Able to work flexible hours in order to meet the requirements of the Charity, occasional evening or weekend work
- Able to adapt to changing circumstance

4. Ability to address / communicate with key stakeholders

- Understanding the needs of elderly people
- Able to articulate the work of the charity
- Good humoured, diplomatic and calm under pressure
- Excellent interpersonal skills
- Confident Communicator
- Good negotiation skills

5. Desirable Skills

- Good listening, oral and literacy skills
- Knowledge of charity law and voluntary sector
- Problem solving and analytical
- Planning and Organising
- Customer service skills
- Resourceful
- Integrity

**Job Information**

**Location:** Bracknell

**Salary:** £10 per hour

**Contract Type:** Permanent

**Contract Hours:** Part time

**Hours:** 3.5 hours per week – hours subject to operational requirements  
e.g. attendance at Trustee meetings

Flexible to meet the needs of the business and to provide cover for annual leave