SECRETARY TO THE MAYOR OF SOUTHWARK'S COMMON GOOD TRUST

JOB DESCRIPTION AND PERSON SPECIFICATION

Background

The Mayor of Southwark's Common Good Trust is a registered charity that helps poor and needy people who live in or have strong links to the London Borough of Southwark. We help both individuals and families on the basis of need alone and regardless of age, faith, gender, nationality, ethnic origin, gender or sexuality. Support is usually provided in the form of small grants for buying items that are essential for meeting basic needs and living in dignity.

The Trust is governed by a Board of Trustees that includes representatives of local businesses, voluntary and community organisations and others. Our Chair of Trustees is the Mayor of Southwark Council. Our work is carried out entirely by volunteers.

The Trust is currently seeking to appoint a new Secretary to provide administrative support. This is a voluntary role but in recent years the Board of Trustees has decided to make an honorary payment of £X a year to the Secretary to reflect both the time taken by the role and its important to the success of the Trust's work. The Secretary is also entitled to claim the reimbursement of expenses legitimately occurred by him or her, subject to the endorsement of the Board of Trustees. All such expenses are reported at Board meetings.

The Secretary is appointed by the Mayor, with this appointment subject to the endorsement of Trustees. The Secretary provides the Board of Trustees with such professional administrative advice as may be required from time to time, but the Secretary is not eligible to serve as a Trustee, or vote on issues discussed at meetings of the charity.
Job Description

The Secretary shall:

1. Be responsible for calling and arranging all meetings of the charity, including monthly board meetings, special meetings, and the Annual General Meeting.

2. Attend all meetings of the charity.

3. Prepare the agenda and keep minutes for such meetings, where necessary.

4. Inform all members of the Board of Trustees and officers of all meetings at least seven working days in advance and supply them with all documents, agenda, and previous minutes, as appropriate.

5. Ensure that the previous meetings' minutes are considered and agreed by Trustees and signed as correct by the Mayor.

6. Ensure that all co-opted Trustees comply with the legal requirements of current government legislation regarding charity trustees, as well as the charity’s own policy documents.

7. Deal with all correspondence to and from the charity, informing trustees and officers of the contents and implications of this as appropriate.

8. Deal with the receipt of all applications for grant aid received by the Trust.

9. Make necessary inquiries and gather relevant information on such applications prior to them being submitted to trustees for decision making.

10. Present monthly to the Board of Trustees sufficient details on all applications for assistance to enable trustees to decide whether grant aid is appropriate and if so the extent and nature of such assistance.

11. Notify all applicants and/or their sponsors of the board’s decision. Supply copies of all notifications to the Treasurer if grant payment is to be made. Supply copies of notification to the Trustees if action is required of them (e.g. supply of articles).

12. Where appropriate, arrange for trustees to undertake home visits to the applicant or to request further information from them or their sponsor and ensure information gathered is reported back to trustees.

13. Where a decision by trustees involves the supply of equipment to an applicant, take necessary action to order items from an appropriate supplier, arrange their delivery and ensure the Treasurer has information to enable payment to be made on receipt of invoice.

14. Maintain records of all successful applications for assistance, detailing the progress of the award of grant, and any follow up actions.

15. Ensure that all aspects of the grant making process outlined in the charity's 'Criteria for Grant Aid’ policy document are complied with.

16. Assist in the organisation and operation of any fund raising or other event as may be requested by the Board of Trustees from time to time.

17. Represent the charity at relevant civic, community or public events, as may be requested by the Board of Trustees from time to time.
Person specification:

- At least one year's experience of working in an administrative support role, whether on a professional or voluntary basis;

- Excellent writing skills including the ability to write accurate, concise, and clear and minutes of meetings and correspondance;

- Experience of working diplomatically with people from a diverse range of backgrounds;

- Excellent communication skills including ability to interact politely and professionally with people by telephone and in-person;

- Experience of planning and organising small events such as meetings, fundraising, and social events;

- Strong organisational skills including the ability to manage own workload and meet tight deadlines;

- Proficient at Microsoft Word, Mailmerging, Adobe Acrobat and preferably Mailchimp;

- Ability to work flexibly including occasional evenings and weekends as required.

- We estimate that this role will require around 15-20 hours' work per calendar month;

- Due to the sensitive nature of the role, the successful candidate will be asked to undergo a criminal records check and supply two positive references.

If you are interested in applying for this post, please send your CV and a covering letter explaining how you meet this person specification to the following address before end X date:

The Mayor of Southwark's Common Good Trust, Southwark Council, PO Box 64529, London SE1 5XL.