

Secretary (Board of Trustees - Voluntary)

Swansea Community Workshops

The Board of Trustees are looking to recruit a knowledgeable and experienced individual for the voluntary role of Secretary (Board of Trustees). The main activity at Swansea Community Workshops (SCW) is to provide facilities for hobbies, recreation, and leisure time occupation in a socially interactive and practical environment, where there are skills sharing, learning of new skills, and helping community-based projects. As we are a charity, these facilities are for public benefit, specifically targeting socially excluded members of the local community in Swansea.

Role Overview

Title: Secretary (Voluntary) **Reports to:** Board of Trustees.

Hours: 3-6 hours per month as minimum. Attendance to monthly sub-committee meetings and bi-monthly Board of Trustee meetings is expected.

Role Summary

The Secretary is responsible for the recording and documentation of all charity and Trustee meetings.

The below Role Description and Person Specification should be considered in addition the SCW's standard Trustee Role Description and Person Specification, which is available separately to this document.

Role and Responsibilities

Overall

- Leading the charity to enable it to fulfil its purpose.
- To ensure an effective relationship between:
 - the charity and the staff/volunteers
 - the charity and the external stakeholders/community
- Acting as a spokesperson and figurehead as appropriate.
- To supervise and support the Centre Manager.

Specifically

- Support the Chair or Vice-Chair in the planning and preparation of the charity meetings and the AGM, as appropriate.
- In charity meetings, ensure that:
 - Decisions, actions, and deliberations are adequately minuted.
 - Meeting minutes are distributed to all members of the Board promptly after the meeting takes place.

Person Specification

Personal Qualities	• Friendly and approachable • Clear communication skills – both written and verbal. • Good attention to detail • Happy to volunteer on evenings and weekends when required. • Enthusiasm or interest in craft activities
Education, Experience and Knowledge	• Secondary education required as minimum. • Knowledge and experience of charity law, good governance, and operation relevant to voluntary and community organisations.
Skills	Essential • Good listening, writing, and typing skills. • Knowledge of appropriate software including: Microsoft Word, Excel, and Outlook, Microsoft PowerPoint and Adobe Acrobat • Excellent customer service skills. • Excellent organisation skills. Desirable • Knowledge of specific software and systems, such as WordPress, Skedda. • Clean and valid UK driving license, personal vehicle, and insurance. • Basic Welsh language skills.

Additional Information

Key Dates September 2024 - This is an ongoing recruitment with no fixed deadline for registering your interest.	How to Apply You can apply by registering your interest to bradley@sccw.org.uk.
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