

JOB DESCRIPTION
WILLIAM BENDLOWE CHARITY (Reg No. 241285)
OPERATING IN SHALFORD & SURROUNDING AREAS

Position: Secretary
Reporting To: Trustees

ROLE PURPOSE

To assist and support the Charity with all of its administrative functions.

Key Responsibilities

- Typing and Distribution of various documents relating to the Charity – letters, reports, etc
- Raising and Distribution of agendas, attending meetings, taking and distributing minutes including Resolutions
- Maintaining the Charity's Minute Book
- Creating Flyers for Events to assist Events Co-Ordinator
- Offering administrative assistance to other members of the Charity as required.

Key Skills

- Sound literacy and spelling of the English language
- Typing and minute taking skills
- Computer skills – Word, Excel etc
- Sound Organisational skills
- Communication skills both written and verbal

Key Attributes

- Willingness to work as a team offering to assist other members of the Charity when necessary especially if possessing the required skills, experience etc needed
- An eye for detail to ensure accuracy and completeness
- Discretion & confidentiality coupled to professionalism
- Ability to work to timelines and meet deadlines

Name: Date: