



www.peakdistrictmosaic.org
Charity Registration number: 1166407

Trustee - Secretary

The Secretary will provide administrative support to the charity, ensuring efficient organisation, communication, and documentation to help deliver its mission.

We welcome applications from people who have a lived experience – with an understanding of working with or have worked with Black, Asian and Minority Ethnic communities, and the importance this brings to building a sustainable organisation that is truly beneficial for the needs of the community.

The Secretary role would include:

- Scheduling meetings, working with the Chairperson to prepare agendas and other documents.
- Recording Minutes for Board of Trustees' meetings and for ad hoc meetings attended, as required.
- Supporting the preparation of reports for the Board and regulatory bodies, working closely with the Chairperson and Treasurer.
- Ensuring compliance with charity regulations and internal policies.
- Maintaining, organising and filing key documents.
- Dealing with directed correspondence and enquiries.
- Actively participating as a member of the Activities & Communications Committee.

Person Specification

- Strong organisational and time-management skills.
- Excellent written and verbal communication.
- Ability to maintain accurate records.
- Proficiency in office software, including Microsoft Word, Google Workspace and Google Drive.
- Previous experience in a similar administrative role or volunteering within the charity sector is desirable however, not essential.
- Has an interest in or enthusiasm for outdoor activities and community engagement.