



www.peakdistrictmosaic.org
Charity Registration number: 1166407

Charity Trustee - Secretary (Voluntary role)

The Secretary will provide administrative support to the charity, ensuring efficient organisation, communication, and documentation to help deliver its mission. The ideal person will be passionate about outdoor activities and community engagement, with excellent organisational and communication skills to ensure that the charity is well-organised.

There is also an expectation to undertake the general responsibilities of a Trustee and participate in full Board of Trustee meetings every two months.

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.
- Attending regular Board meetings, usually bi-monthly (some meetings are held in-person, some via video-conferencing), engaging with proposals and discussions in these meetings that support the charity's development
- Ensuring compliance with charity regulations and internal policies.
- Maintaining, organising and filing key documents using Peak District Mosaic's Google Drive.
- Dealing with directed correspondence and enquiries via our charity's general email address.
- Actively participating as a member of the Activities & Communications Committee, to support delivery of our events programme and communication with communities and individuals.

Person Specification

- **Passion for Outdoor Activities:** A genuine interest in outdoor activities and the physical, mental and social wellbeing this creates.
- **Communication Skills:** Excellent written and verbal communication skills, with the ability to engage and inform participants effectively.
- **Proficiency in office software,** including Microsoft Word, Google Workspace and Google Drive.
- **Strong organisational and time-management skills.**
- **Team Player:** Ability to work collaboratively with voluntary and statutory organisations, and other stakeholders.

- Attention to Detail: Ability to manage logistics effectively and maintain accurate records.
- Adaptability: Comfortable working in a dynamic environment and adapting to changing circumstances or unexpected challenges.
- Previous experience in a similar administrative role or volunteering within the charity sector is desirable however, not essential.

The applicant must be legally eligible to stand as a registered Charity Trustee