

Personal Assistant to the Board of Trustees

Volunteer Centre Camden

Description :

The Board of Trustees are looking for a Personal Assistant to provide administrative support to the Trustees. Trustees are responsible for the organisations strategic development, ensuring compliance with relevant legislation and making sure that the organisation is working towards it's charitable objectives.

The Personal Assistant's tasks will include:

- * Taking minutes of meetings
- * Liaising with Board members and the Director to prepare agenda items and circulate papers
- * Maintain up to date records of trustee involvement, including filing these details with Companies House and the Charity Commission
- * Providing admin support to the Board as agreed

The role is a new volunteering opportunity that we have identified a need for. This means that there is scope to develop the role.

You will need to be available for trustee meetings which are held 6 times a year on a Tuesday evening. You will need to be able to offer additional time outside of these meetings, and this volunteering can be done remotely or from the office based in Kentish Town.

Organisation Description :

The Volunteer Centre Camden (VCC) aims to promote and develop volunteering in Camden. We provide information, advice and support to individuals wishing to become volunteers, or to organisations wishing to involve volunteers in their work.

We have a number of projects including:

- * Brokerage service to match organisations with people interested in volunteering
- * Hands on! project to support people with mental health issues to be volunteers
- * Outreach project to promote volunteering to under represented communities
- * Support to organisations such as training and guidance regarding volunteer management
- * Promoting volunteering
- * Promoting being a trustee as a volunteering opportunity

When Required :

Tue Eve

Commitment: Part Time

Areas of Interest :

Types of Activity :

Administration, Trusteeship and Committee Work

Skills and Qualifications :

We are looking for someone with good verbal written and communication skills.

Good IT skills are required, including ability to use email packages.

You will need to be able to produce typed minutes of meeting

We are looking for a volunteer who can work independantly to acheive these tasks

Additional/Specific Suitabilities :

16-17 year olds

Age Requirements - Can you involve::	16+
Complaints Procedure:	yes
Disabled Access:	yes
Equal Opportunities Policy:	yes
Expenses:	Travel expenses are paid
Induction:	Induction will be online, require information to be read and digested and will include information discussion with the Director and nominated Trustee
Insurance Cover:	yes
Is there anyone who would NOT be appropriate?:	Anyone who did not feel confident taking minutes of a meeting
Last Updated:	6th Jan 2012
Training:	On going training will include; equality and diversity training, communication skills and other training identified in the course of completing the role.

Directions :

Bus: 134, 214, 46, C2

Tube: Kentish Town (Northern Line - High Barnet Branch)

Rail: Kentish Town (Thameslink), Kentish Town West (Overground)

Recruitment Method :

Interviews, Trial Period

Contact Information :

Contact:

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Alternatively contact:

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Details valid from Fri Jan 2012 to Sun Jan 2013