

UNITED CHURCHES HEALING MINISTRY

JOB DESCRIPTION FOR Secretary to the Trust

POST TITLE

Secretary to the Trust

HOURS & SALARY

22.5 hours per week worked over 3 days Monday to Friday at minimum wage

PURPOSE OF POST

- 1) To assist and communicate with the CEO, Deputy CEO, Company Secretary and General Manager of UCHM to provide office procedures and administrative organisation for the effective running of UCHM.
- 2) To ensure that good practice and professional standards are upheld.

DUTIES AND RESPONSIBILITIES

1. Secretary to the Trust duties

- 1.1 To be the Minutes Secretary for the Trustees meeting that takes place on an evening quarterly. Time off in lieu will be granted. This will involve attending the meeting and preparing suggested agendas for, taking and compiling minutes and ensuring distribution of all documentation pertaining to the meeting.
- 1.2 To undertake any administration relating to Trust business.
- 1.3 To obtain quotes for Utility Services and for intruder and fire alarms to be serviced to enable the Finance and Property sub group to decide on who should be the supplier then deal with all subsequent documentation to set up the contracts.
- 1.4 To ensure the renewal of adequate Insurance cover for UCHM, obtaining quotes for the Finance and Property sub group to decide on who should be the supplier then deal with all subsequent documentation to set up the contracts.
- 1.5 To be the Minutes Secretary for the Finance and Property sub group. This will involve attending the meeting and preparing suggested agendas for, taking and compiling minutes and ensuring distribution of all documentation pertaining to the meeting.
- 1.6 To be the Report Secretary for Management meetings, ensuring the distribution of all documentation pertaining to these meetings. To take notes and compile a report of the meeting, and be the contact for items for the agenda.
- 1.7 To be the Minutes Secretary for the Charity Shop Management Committee meeting. This will involve attending the meeting and preparing suggested agendas for, taking and compiling minutes and ensuring distribution of all documentation pertaining to the meeting.
- 1.8 To be the link person between UCHM office and the charity shop. To call at the shop on days when it is open to pick up the takings and pass messages, ensuring that all is well with the volunteers.
- 1.9 In conjunction with the CEO and Deputy CEO create written procedures of the work of UCHM to meet the requirements of accrediting bodies eg BACP and ACC.
- 1.10 To compile general letters ie thank you etc on the CEO's behalf.
- 1.11 To record contact details of people who financially donate to the charity and send thank you Christmas cards to those who have donated in that year. When the accounts are

finalised to send a thank you letter and annual review and accounts to those who have donated in that account year May- Apl.

- 1.12 To be the secretary to the Affiliated Standards Committee. This will involve attending, preparing suggested agendas for, taking and compiling minutes, for all affiliation meetings. Ensuring the distribution of all documentation pertaining to these meetings. Organising the continual updating of the affiliation agreement and ensuring all the affiliated organisations' personal requirements are incorporated in their respective agreement. Organising the annual payment and renewal of affiliation agreements. Making all necessary preparations for hosting the Annual Community Away Day and Annual Affiliation and Surgeries Training Day.
- 1.13 Make all the necessary preparations for the annual quiet day for core team members.
- 1.14 To oversee Reception and undertake reception duties in the absence of volunteer receptionists. This will involve greeting clients as they arrive and offering them a drink and showing them to the waiting room. Recording the arrival and departure of clients in the desk diary. Answering the telephone and dealing with phone calls, passing calls onto other departments or taking accurate messages where necessary. If clients cancel an appointment contacting the counsellor to inform them.
- 1.15 As part of the Christin ethos of the charity morning prayers take place. The holder of this post will be responsible for leading the morning prayers.

2. Miscellaneous

- 2.1 To undertake any other duties and responsibilities of an equivalent nature, as may be deemed necessary by the CEO, in consultation with the post holder.
- 2.2 Attend a weekly ½ hour line management appointment with the CEO to offer support and discuss outstanding business.
- 2.3 To be answerable to the CEO in respect of all the duties contained in this job description.
- 2.4 To undertake to increase your knowledge and skills by attending appropriate training courses.

Confidentiality agreement

Due to the highly confidential nature of the areas of responsibility committed to the holder of this post by the Trustees of UCHM, confidentiality will be between you and the CEO, Deputy CEO, Company Secretary and General Manager only.

The future

- 1) This post will be subject to a probationary period of six months and a continuous system of assessment will take place, which could be extended to nine months depending on circumstances.
- 2) Annual reviews will take place where alterations to or adjustments to these duties will be discussed and the job description amended appropriately.

We are seeking from you a team commitment to further the Lord's work in the United Churches Healing Ministry.

I hereby acknowledge that I accept the duties and responsibilities as set out in this job description.

Signed..... Date

Person Specification

Skills

The post holder should, ideally, have a secretarial/office-based background which encompasses and demonstrates:

- strong organisational skills
- good communications skills, written and verbal.
- the ability to plan your own work, work on your own initiative and meet deadlines
- the ability to manage pressure and conflicting demands and prioritise tasks and workload
- the ability to accept and understand instructions
- tact, discretion and respect for confidentiality
- a pleasant, confident telephone manner
- team working ability
- reliability and honesty
- IT literacy, with special regard to e-mail communication
- good time management.
- accuracy and good attention to detail.

Work experience

Relevant experience is more highly valued than secretarial qualifications, although excellent IT and typing skills are an essential requirement. We value experience and a mature attitude in this field of work.