

Halsall War Memorial Playing Field and Hall Trust Secretary

The board of trustees wishes to appoint a new trust secretary. The vacancy has arisen due to the retirement of the current trust secretary.

The primary role of the trust secretary is to support the chair and the board of Halsall Parish Council which is the sole trustee responsible for ensuring the smooth functioning of the trust, including any sub-committees and working groups. The trust secretary will work closely with the Halsall Parish Council Clerk and report to the chair through the Parish Clerk.

The Trust Secretary is responsible for:

1. Ensuring board and other meetings such as the AGM are organised and minuted.
2. Maintaining effective records and administration, including monitoring action points agreed at meetings.
3. Ensuring that the decisions made by the trustees are acted upon in a timely fashion and that all decisions made by the trustees reflect the objectives of the charity and continue to provide public benefit.

Main responsibilities:

1. Ensuring board and other meetings such as the AGM are organised and minuted.
 - a) Liaise with the chair to plan meetings and agendas.
 - b) Circulate agendas, minutes and reports.
 - c) Ensure that minutes are approved, signed by the chair and filed.
2. Maintaining effective records and administration, including monitoring action points agreed at meetings.
 - a) Support and help organise events that promote the aims and objectives of the trust.
 - b) Liaise with the chair to produce an annual budget, work plan and strategy and monitor progress of these.
 - c) Manage the trust bank account and ensure all financial records are correct and up to date, including receiving paying and reporting on invoices for goods and services authorised by trustees.
 - d) Ensure cleaning is undertaken, insurance renewed and regular maintenance and other checks (such as PAT electrical, fire, boiler, play equipment and Legionella testing) takes place at the required intervals and is recorded on an online calendar of regular activities.
 - e) Keep the asset register and risk register up to date and ensure all assets are maintained to a safe standard.
 - f) Monitor WiFi, CCTV, heating and boiler systems.
 - g) Ensure that the septic tank is maintained and emptied at the required interval as specified by the manufacturers.
 - h) Receive documentation and correspondence on behalf of the trust and respond promptly to enquiries.
 - i) Act as the primary communication channel to liaise with key stakeholders.
 - j) Take ad hoc bookings and ensure that the online calendar is updated with bookings.
 - k) Ensure that payment for ad hoc events is received prior to bookings being confirmed.
 - l) Liaise with contractors to obtain quotes for work that has been authorised by trustees.
 - m) Liaise with, monitor and report on work carried out by contractors

- n) Submit meter readings for utilities as required.
 - o) Monitor and regulate activities at the trust premises, ensuring that hirers comply with agreed regulations and requirements.
 - p) Maintain and update the trust's website and other media such as the Facebook page.
3. Ensuring that the decisions made by the trustees are acted upon in a timely fashion and that all decisions made by the trustees reflect the objectives of the charity and continue to provide public benefit.
- a) Ensure that trustees are aware of and that the trust complies with all requirements of relevant codes, such as the Code of Conduct for Charity Trustees and the Charities Governance Code
 - b) Ensure that all statutory returns are made.
 - c) Ensure the trust complies with General Data Protection Regulations (GDPR).

Person Specification

Essential requirements

1. Excellent communication skills, both written and verbal.
2. Well organised and methodical, and have experience of providing administrative support.
3. Excellent work ethic and meticulous attention to detail.
4. Able to work flexibly with a wide variety of individuals and organisations.
5. Able to give and receive feedback objectively and sensitively and to challenge constructively.
6. Able to respect and maintain confidentiality.
7. Able to work effectively as a team member.
8. A good understanding of and committed to the community of Halsall and the work and values of the trust.
9. Able to keep accurate minutes and to accurately record decisions and actions in meeting minutes, and to summarise complex relevant discussions.
10. Able to keep detailed and accurate financial records.
11. Good IT skills to enable preparation of meeting minutes and documents; organise electronic files relevant to the trust's business, and the use of systems that allow for sharing of electronic documents to trustees.
12. Knowledge and experience of charity law and governance requirements
13. Committed to continuing professional development and a willingness to develop new knowledge and skills as required.

JOB ADVERTISEMENT

Halsall War Memorial Playing Field and Hall Trust Secretary

Halsall War Memorial Playing Field and Trust is registered Charity 521111 which has the objective 'to improve the conditions of life of the inhabitants of Halsall without distinction of political, religious or other opinions by the provision and maintenance of: (a) a village hall for use by the inhabitants, including use for meetings, lectures and classes and other forms of recreation and leisure-time occupation (b) a recreation ground for use by the inhabitants'.

Vacancy for Halsall War Memorial Playing Field and Hall Trust Secretary

The primary role of the secretary is to support the chair and the board of Halsall Parish Council which is the sole trustee of the trust.

Applicants for this vacancy are invited to submit a CV and supporting statement describing previous experience and how you meet the criteria for this role no later than the closing date of 12TH March 2024

The post is available from 01/04/2024

Please send your application either by post to Cllr Elizabeth Wright, 28 New Cut Lane, Halsall, West Lancs, PR8 3DW or by email to keithandbeth@btinternet.com

Salary and conditions

Contracted hours and pay = 7 hours per week pro rata to a full time equivalent of 37 hrs a week

Pro-rata, based on National Joint Council for Local Government pay scales (between SCP 21-23, FTE £30,825-£32,076 per annum, pro-rata £5,831-£6,038.43 per annum) to be agreed at interview.

Job description and person specification are available at www.halsallparish.org.uk/information/misc