



Committee Secretary vacancy (Voluntary)

Firm Roots Cancer Support is a small Christian voluntary organisation. Our volunteers run local groups in various locations around the UK. We offer people prayer, support and a safe place to share experiences of their cancer journey – either their own, or someone they love or care for. We are growing a network of similar online groups. We also run retreat days to give space for reflection and prayer. More details on our website.

Firm Roots Cancer Support are looking for expressions of interest from those who wish to explore becoming a committee member. This includes the role of Voluntary Committee Secretary.

At the moment we are in a growth phase and hold monthly evening committee meetings online. Members are based in various parts of the UK. It is likely that the Secretary role might take 2 – 3 hours per week in addition to this.

Job Description

The role of the Secretary is to support the Chair in ensuring the smooth functioning of the Management Committee.

The Secretary is responsible for:

1. Ensuring meetings are effectively organised and minuted.
2. Maintaining effective records and administration.
3. Upholding & advising re the legal requirements of governance, charity law, etc.
4. Communication and correspondence.
5. Booking venues and managing applications for retreats or other activities
6. Assisting the committee in promoting the aims of Firm Roots.

It is important to note that although the Secretary ensures that these responsibilities are met, much of the work may be delegated to other volunteers. There are no paid staff.

Given these responsibilities, the Secretary often acts as an information and reference point for the Chair, other committee members and volunteers: identifying good practice and governance; confirming legal requirements; and retrieving relevant documentation.

Since this a non-salaried, voluntary role, the Secretary may also take a greater role in the day-to-day running of the organisation. In agreement with the Chair, the Secretary may delegate some of the administrative responsibilities to volunteers outside of the management committee.

Personal skills and attributes

Essential

Committed Christian
Experience of some of the tasks listed above
Previous admin/secretarial experience
Familiar with Office 365 or similar (Word etc), email and internet, virtual meeting platforms
Good standard of English
Good organisational abilities
Clear communication skills

Desirable

Some experience of cancer issues
Previous experience of working in some kind of team or group
Previous work or knowledge of the management of small charities or community groups

If you are interested in this role, write in the first instance to helen.jones@firmroots.co.uk with your CV and short cover letter outlining your experience.

Match 2024