



Those that share in the suffering will share in the glory

Administrator

Working closely with the Trustees provides day-to-day administrative, and office management support for Together for the One.

- takes minutes at Trustees' meetings and assists the director in correspondence with the Trustees.
- In consultation with the Director, to prepare agendas and papers for Trustees' meetings, to take and circulate minutes of the meetings and arrange catering.
- To maintain the Trust's compliance with Charity Commission requirements, including: the submission of the Charity Commission's annual return, maintaining up to date records of Trustee appointments and retirements, and other correspondence with Trustees.
- To attend, when required, meetings of the Together for the One Trustee board
- To assist the trustees in the project work as required
- Processing orders for Trust publications or compiling and maintaining mailing lists.
- There is potential for this involvement to develop, subject to the post-holder's interests/skills.
- To offer clerical support to the Trustees offices, and such other duties as the Chair and Trustees may from time to time reasonably require.
- Remuneration - This is a voluntary position, so no salary is provided. This will be subject to change on the income of Together for the One

- For candidates with the right aptitude and skills, there are opportunities to become involved in other aspects of the Trust's work, including maintaining and developing the Trust's communications and publicity, and supporting pieces of project work.

To apply for the Voluntary Administrator position, please submit your CV along with a cover letter to:

Togetherfortheone@gmail.com
(Please use Administrator as reference)

Should you have any questions about the position, don't hesitate to reach out via email at Togetherfortheone@gmail.com.