

## **Trustee and Secretary to the Board of Trustees – voluntary post**

Use your methodical approach to administration, getting things done and getting them done right to support The Board.

We are looking for someone who will enjoy being part of our community and supporting the work of our two centres.

Someone with excellent administrative skills who will arrange Trustee meetings, compile and circulate the agenda, take accurate minutes, keep the archived documents in order and work with the Chair to ensure actions are completed.

Who will speak up and challenge when things aren't being done correctly. Who is organised and comfortable working with policies and guidelines.

We meet monthly by Zoom in the evening for not more than one and a half hours.

Ordinarily we have two residential weekends per year, one at each of our centres. There are two one day meetings in central London, one of which is our AGM. This year the meeting will be virtual.

There will be a full induction and handover from the current post holder.

The charity covers all out of pocket expenses.

### **One or more of the following would be helpful:**

Previous Trustee experience or similar e.g. school governor

Strategic understanding of organisational management

Experience of working within Charity Commission guidelines

Participation in a faith based community.

### **Othona Mission Statement**

Othona is an open and inclusive Community rooted in the Christian tradition, drawing on a wealth of other inspirations. We welcome people of all ages, abilities, backgrounds and beliefs. Through sharing in a daily rhythm of work, learning, worship, and play, we seek personal renewal and glimpses of the sacred. In community we explore the relationship between faith and life, and encourage one another in caring for the world and its people.

**Enquiries to the Chair of Trustees Clare Gough – [chair@othona.org](mailto:chair@othona.org)**

Deadline for applications **31.05.2021**

Application will be by CV.

Applicants will be expected to visit one or both centers either virtually or IRL before interview.  
References will be taken after interview.

On appointment the new Trustee will be required to undergo basic DBS screening and to self-declare that they have not been barred from serving as either a Trustee or Company Director and to complete the register of interests.