



www.careersspringboard.org.uk

Careers Springboard – Secretary

9.2.22

Careers Springboard is a registered charity based in Buckinghamshire, operating for 30+ years. Volunteers provide help on Zoom to redundant, unemployed professionals, and graduates who seek employment.

What will you be doing?

Careers Springboard is a registered charity, self-help group, established 30 years ago in Gerrards Cross, Buckinghamshire, staffed by volunteers, providing help and guidance to redundant and unemployed professionals, managers and to graduates who seek employment. The Secretary would participate online in a few of our Monday evening meetings, and our four times a year Executive Committee meetings including AGM where the Secretary would take the Minutes and circulate Minutes to the Executive Committee.

There is a virtual programme of weekly Monday evening meetings on job search skills such as CV preparation, Internet job search, telephone techniques, networking, LinkedIn, interview preparation etc. Job seekers participating in Careers Springboard extend throughout the UK due to our online operation which is likely to continue long term. Occasional face-to-face meetings in Gerrards Cross, Bucks, will still be required.

Joining Careers Springboard as a volunteer provides unique opportunities for those who wish to undertake activities which will benefit the community, and which will enhance a personal sense of achievement.

A **Secretary volunteer** is required to ensure that Executive Committee meetings (four per year) and other meetings are properly administered, to work with the Treasurer to ensure that the list of Trustees is up-to-date and

accurate for the Annual Report that goes to the Charity Commissioners, and to ensure that policies are regularly reviewed.

The **Secretary volunteer** will be organised and methodical, able to keep accurate records, have knowledge of the Careers Springboard Constitution and Charity Commissioner's requirements for a small charity, and be able to give clear and authoritative advice on procedural matters.

Time commitment will be assisting occasionally at the virtual weekly Monday evening meetings, organising and taking Minutes at four virtual committee meetings per year and 2-3 hours admin/secretarial work per week.

What are we looking for?

- The volunteer Secretary will live in the South Bucks area with easy access to Gerrards Cross, our base.
- A good command of spoken and written English is vital.
- Experience of taking Minutes online plus arranging Zoom meetings
- Knowledge of basic Company and Charity Law will be preferable.
- Experience of working within a team of volunteers/self-help group would be a bonus
- An enthusiasm for supporting and advancing the operations of a well established, registered charity
- Needs a basic IT knowledge - sending emails, keeping records, formulating documents, taking Minutes of meetings

What difference will you make?

Over 30 years Careers Springboard has helped 3,500+ job seekers get back into work. Our activities are "on the go" all the time as job seekers join us, seek a variety of services from us, and then move on. Our Secretary needs to "keep on top" of what is going on with records, Minutes, policies etc. We owe it to our sponsors, the Charities Commission and supporters to "keep our house in order".

A good volunteer Secretary will enable Careers Springboard to maintain accurate records of meetings and developments, providing advisory support to fellow members of the Executive Committee who are all Trustees of the charity.

The Secretary will work closely with the chairperson on a weekly basis.

The Secretary will observe and follow closely our services to job seekers – see our website for details.

To graduates we offer valuable support in starting and developing careers.

What's in it for the volunteer?

As Secretary you will have the opportunity to work closely with a lively team of 11 Trustees and 20+ volunteers. Your occasional participation in our Monday evening Zoom meetings will give you a chance to see at first-hand how we help a wide range of people with their job search.

The challenge for the volunteer Secretary is to administer this registered charity competently and positively in order that the unique services to job seekers can continue to be successful.

It is anticipated that the secretary will ultimately be invited to be a Trustee.

What difference will you make?

The input of the Secretary will shape how we present ourselves to our service users, job seekers, presenters, funders and general public.

Success in this voluntary role will generate a significant sense of fulfilment and will provide the Secretary with a major achievement to include in his/her CV and LinkedIn profile.

When you apply

We would like to see any evidence or hear about any proven experience in the field we are looking at.

We would find a CV and a link to the applicant's LinkedIn page/profile to be very helpful.

Candidates will be initially considered by a Careers Springboard Trustee.

Shortlisted candidates will have a virtual meeting via Zoom with the Trustees.

Applications or enquiries please to:

Richard Lambert (Trustee) richardlambert@talktalk.net

See also www.reachvolunteering.org.uk