



Citizens Advice Southampton

wishes to recruit a Secretary to the Board of Trustees

Hours: 7.5 hours per week (to be worked flexibly in line with governance and other meeting requirements, see some key dates below)

Salary: up to £12.50 per hour negotiable, depending on experience

Contract type: Permanent

Location: primarily based in our Southampton office, with potential for some remote working

Citizens Advice Southampton is a local charity providing free, independent, confidential and impartial advice to over 7,000 people in Southampton every year on any problems they might face.

We are an equal opportunities employer and encourage applications from all applicants who meet the person specification irrespective of sex, gender reassignment, marriage or civil partnership status, pregnancy and maternity, sexual orientation, race, religion or belief, age, or disability.

The Role

Line managed by our HR Manager and working closely with our Chair of Trustees and Chief Officer, the Board Secretary will ensure our organisation maintains the highest governance standards, meets statutory obligations and Citizens Advice membership requirements. The role will also include providing secretariat service to our Board of Trustees at regular ordinary meetings and also the Annual General Meeting, and in addition supporting the Chief Officer at external meetings.

About You

You will have proven capability in providing high quality administrative support to decision-making panels or committees. You will need to demonstrate relevant experience in providing administrative support including note taking and the production of accurate meeting minutes for decision-making boards, as well as excellent written communication skills and excellent organisational skills.

How to Apply

For a job description and specification and application form, please either: -
email evint@sotoncab.org.uk or
visit our website <https://citizensadvicesouthampton.org.uk/vacancies/>

Closing date for applications is **9am Monday 19th September** with interviews expected to be held the following week.

Key Dates

1. Trustee Board Meetings. Held on the fourth Wednesday of each month between 5.30pm and c.7.30pm with the exception of August and December.
2. Declaration of Interests. Form to be completed by all Trustees annually, usually 1st April each year in time for new financial year (and in time for audit around June/July)
3. Annual General Meeting (or any Special General Meeting) - 21 days' notice to all members required with agenda items. Also advertisement in local paper 7 days prior to the meeting.



Southampton