

## **VOLUNTEER WORK OUTLINE AND PERSON SPECIFICATION**

**VOLUNTEER ROLE:** Secretary of the Trust and Charitable Incorporated Organisation (CIO) for Epworth Old Rectory

**Location:** Home-based and meetings at Epworth Old Rectory

**Purpose and**

**Objectives:** To provide secretarial and administrative support for the work of the Epworth Old Rectory Trust and CIO (Operations).

**Responsible to:** The Conference of the Methodist Church in Britain and the World Methodist Council

**Relationships:**

1. The Chair of Trustees of Epworth Old Rectory
2. Fellow trustees of EOR Trust
3. The Directors of the CIO
4. The Strategic Manager of Epworth Old Rectory
5. The Methodist Heritage Officer

**Main Tasks:**

1. Prepare documentation Trustees (agenda, reports) for all meetings in consultation with the Chair of and ensure that this is sent to all meeting participants at least one week ahead of the meeting.
2. Provide a record of each meeting and distribute to members.
3. Maintain a log of all organisational documentation, issuing document numbers as required (as described in JP020).
4. Make practical arrangements for all meetings, agreeing location and timing with venues and ensuring all necessary facilities are in place (including provision of facilities for those joining meetings online).
5. Comply with all EOR Policies, especially GDPR, Privacy and Safeguarding.
6. Be the main point of contact with the Charity Commission, ensuring compliance with charity regulations and annual submission of annual report and accounts.

**Likely commitment:**

- Attendance at all meetings of the Trustees (2 per year) and CIO (5 per year).
- Communication between meetings (usually electronic).
- Occasional meetings with architect, planners etc. in relation to the development of the building restoration.

### **Expenses**

Because of the tight financial situation at the Rectory over the years, trustees have not claimed expenses for attending meetings. If this is likely to cause difficulty, arrangements for reimbursement of essential costs can be arranged.

### **Essential experience and characteristics**

- Understanding of and sympathy with the strategic direction of Epworth Old Rectory.
- Familiar with drafting minutes and reports and handling complex and extensive information and data at a strategic level.
- Commitment to collaborative and team working.

### **Safeguarding**

Epworth Old Rectory Trust and CIO is committed to the safeguarding and protection of all children, young people, adults and its own staff and volunteers. It affirms that the needs of children and of adults when they are vulnerable and at risk are paramount. In this commitment it works closely with the Lincolnshire Methodist District Safeguarding Officer and aligns itself with the Lincolnshire Methodist District Safeguarding Policy.

All Trustees are required to undertake relevant Safeguarding, EDI (Equality, Diversity and Inclusion) and Unconscious Bias training, provided by the Methodist Church.

~~~~~

### **APPENDICES:**

- 1. Background document for Epworth Old Rectory**