

North Staffs Mind has an exciting opportunity for a brand-new volunteer role of Secretary to the Board

North Staffs Mind Board of Trustees are an appointed group of individuals who are responsible for the overall governance of our organisation. The Board consists of people with varied skills and experience who seek to ensure the best interests of our clients and stakeholders at all times.

We are now looking to appoint a volunteer Secretary to support the Board in administrative tasks relating the bi-monthly meetings.

About Us

North Staffs Mind has been delivering a range of respected, client-focused and high-quality services for adults, children and young people in North Staffordshire since 1976. We are a stand-alone mental health provider and part of the national Mind Federation. We pride ourselves on delivering high quality, client focused, professional services and have ambitions to be one of the best employers in the local area.

About the Role

We are looking for a Volunteer Secretary for the Board to fulfil the administrative requirements to support the Board.

You will work closely with the Chair of the Board and our Chief Executive to provide timely and accurate administrative and clerical support prior to and following Board meetings. You will also be required to attend these meetings to take minutes.

About You

We are looking for a committed, organised and enthusiastic individual who has proven experience in administration and note-taking tasks.

You should be highly organised and enthusiastic about the work we do and be prepared to fully engage in the Board meetings you attend.

The Details

Volunteers are an integral part of the work we do at North Staffs Mind and a much-appreciated part of our workforce. In return for your time we ensure that you are a part of the team and include you in any internal training offers, all our wellbeing initiatives and we will cover any out-of-pocket expenses related to this role.

This is a position where you will be able to utilise and build on your skills and experience in an organisation that strives to improve the mental health and wellbeing of our local communities.

We are an equal opportunities employer and welcome applications from all sections of the community. We particularly encourage applications for our Volunteer Board Secretary from those with a lived experience of mental health conditions who already embrace and exude our organisation's values.

You will volunteer remotely from home until current restrictions are reviewed but will be based in Hanley, Stoke-on Trent.

- **Hours: 3-4 per month (including evenings)**
- **Remuneration: This is a voluntary position and no payment will be made to the post holder, other than genuine expenses, as set out in our Volunteer Policy**
- **Reports to: Chair of the Board & Chief Executive**

Benefits

- Access to North Staffs Mind's CPD offer
- Access to workplace wellbeing initiatives
- Flexible approach to volunteer hours
- Discounted gym membership

Please see the Role Description and Person Specification for more information or email employment@nsmind.org.uk

All applications must be made using our [volunteer application form](#). CV applications will not be accepted.

Closing date: 25th June 2021

Completed application forms should be returned to:
employment@nsmind.org.uk