

## Job Specification

<b>Post title</b>	MaaMonth Secretary
<b>Responsible to</b>	MaaMonth Manager

### Role Purpose

- The role of the MaaMonth Secretary is to support the MaaMonth Manager in ensuring the smooth functioning of the MaaMonth team. In organisation, the secretary will take a greater role in the day-to-day administration of the team.

### Role Outline

#### ***Key responsibilities and objectives of the job:***

- To organise the meetings for the team
- To circulate agendas and minutes of the meeting.
- To check that the team have carried out action(s) agreed.
- To minute meetings and circulate the minutes to all team members.
- To ensure arrangements for meetings are met (booking the room, arranging for equipment and refreshments)
- To complete any tasks given by the MaaMonth Manager
- To be a pastoral care for the MaaMonth team
- To escalate any issues to the MaaMonth Manager
- To support and work closely with your team
- To motivate the team

#### **Key Skills**

- Organisation
- Team Work
- Budget Management
- Communication- Written and Verbal
- Interpersonal Skills
- Time Management
- Attention to detail

#### **Essential Experience**

- Ability to priorities workload
- Leadership
- Experience of committee work and procedures
- Minute-taking

### **Desirable Characteristics**

- Punctuality
- Enthusiasm
- Efficiency
- Decisive
- Impartiality, fairness and the ability to respect confidences.
- Approachable and sensitive to the feelings of others.
- Ability to work well with the lead.
- Good time management