

GOLDEN LANE ESTATE RESIDENTS' ASSOCIATION

POST OF SECRETARY

Reporting to and managed by the Chair of the Association

Job Responsibilities:

- Provide admin support to the chair
- Build good communication with all residents
- Develop and support block representatives
- Research on-line for campaign development and legal matters
- Serve as a credible source of knowledge and information to community members
- Encourage participation from people in the community
- Be a role model for positive social action

Qualifications:

- Good standard of written and spoken English
- Excellent IT and social media skills

Tasks:

- Build a database of members and leaders of community projects
- Advertise meetings
- Maintain a database of minutes, letters and relevant information
- Develop the use of social platforms – Twitter, What's App and Facebook etc
- Produce a quarterly newsletter and annual report
- Manage grant applications
- Organise and minute meetings

Experience and skills

- Excellent communication skills
- Coordination of meetings, events and activities
- Effective use of social media platforms
- Commitment to social justice
- Experience of working in a community setting

Hours – approximately - 50 hours per financial year (April to March) @ £20 per hour. In period December 2021 to March 2022 the payment will be £1000 for 50

hours. Please send a letter of application and your CV to chair.glera@gmail.com by 26th November 2021