



BOARD ADMINISTRATOR JOB DESCRIPTION

TITLE:	Board Administrator
LOCATION:	Changes Bristol Office, Barton Hill Settlement, 41-43 Ducie Road, Lawrence Hill, Bristol, BS5 0AX. Hybrid working.
HOURS OF WORK:	Part-time 7.5 hours per week, this will include 1 Weds evening each month to attend Board meetings in person in Bristol. 1 year rolling contract (subject to funding)
SALARY:	£27,000 Pro rata
RESPONSIBLE TO:	Director

JOB SUMMARY:

You will be joining a small and vibrant team at a time when our service is more important than ever. The Charity has expanded substantially over the last 2 years and the role of Board Administrator will support our Trustee Board to deliver high quality governance and strategy with strong organisational skills and record keeping.

Your main responsibility as a Board Administrator will be to prepare papers for Monthly Trustee Board meetings, minute taking and record keeping for Board and Sub committee meetings. In addition providing administrative support to Board sub committees where needed and organising accessible venues and equipment for hybrid meetings.

You will be familiar with minute taking, governance and working closely with Trustee Boards and you will need strong skills to prioritise and organise your workload effectively.

CORE RESPONSIBILITIES AND DUTIES

1.1) Board Administration

- Working with the Chair of Trustees and Director prepare papers for each Board meeting and Annual Away Day
- Organise meeting venues ensuring that these are accessible with conference facilities for people joining remotely.
- Develop good working relationships with our Trustees
- Arrange external training for Trustees when needed
- Supporting Sub Committee Chairs this could include attending some sub committee meetings virtually.
- Organise and maintain strong filing systems for Board and Committee work during the year.
- Board correspondence as directed by the Chair of Trustees
- Create and maintain a policy review framework
- Adhere to a high level of confidentiality and data protection regulations.

1.2) Equalities and Diversity

- Be committed to equality and diversity within the organisation
- To help implement Changes Bristol's diversity strategy and Equalities policy
- To be aware of diversity issues in greater Bristol to ensure our services are inclusive
- Collate and collect equalities data where appropriate.

1.3) Other Changes Service Provision

- Help other associated Changes services when needed as directed by the Directors or Head of Services
- Support Annual General Meeting Administration
- Support the administration of member forums.

Other Responsibilities

To maintain good knowledge of other Changes Bristol services and good relations with other members of staff and volunteers

To attend the monthly Board Meetings and Annual General Meeting and undertake any other mandatory training such as GDPR.

To represent Changes Bristol in a professional manner.

