



BOARD ADMINISTRATOR

AN EXCITING OPPORTUNITY TO JOIN AN IMPACTFUL
YOUTH CHARITY AT A CRITICAL TIME IN OUR GROWTH
AND DEVELOPMENT



CLOSING DATE:
N/A

VOLUNTARY
POSITION

BOARD ADMINISTRATOR DETAILED PERSON DESCRIPTION

We're looking for an organised, detail-oriented Board Administrator to keep our governance running smoothly as we continue to inspire and uplift the next generation.

Key Responsibilities:

- Collaborate with relevant parties to prepare meeting agendas.
- Accurately record minutes during meetings, capturing key decisions, actions, and discussions.
- Ensure that all Board activities comply with our governing documents and charity regulations.
- Act as the liaison between the Board and TRAIN's management team, ensuring clear and effective communication.
- Assist with the organisation of annual general meetings (AGMs) and any special board events or training sessions.

Essentials:

- Discretion and professionalism in handling sensitive information.
- Exceptional organisational skills.
- Detail oriented.
- Excellent written and verbal communication skills.
- Ability to work independently and manage time effectively.
- A passion for supporting young people and a commitment to our charity's mission.

Desirables:

- A strong understanding of governance and the role of a charity Board.
- Experience in a similar role is beneficial but not essential.

Other Information:

All volunteers must undergo an enhanced DBS check and complete an application form to volunteer with TRAIN.

WHAT'S IN IT FOR YOU?

Connect with like-minded people

By taking on this role, you will be joining a close-knit team of staff and volunteers who share a desire to make a difference to the lives of young people.

Gain valuable experience

As Board Administrator, you will enhance a wide range of transferable skills, such as writing and communication skills, as well as develop your knowledge of governance!

Be part of the solution!

Today's young people face unprecedented challenges, from the lingering impact of the Covid pandemic to a surge in the cost of living. By giving your time to act as our Board Administrator, you will play a crucial role in enabling TRAIN to operate and support young people to overcome these challenges.

NEXT STEPS

Closing date: There is no closing date! We consider applications on a rolling basis.

Email Lisa, our Youth Work Manager, for an informal conversation about the role (lisa@trainyouth.org.uk).





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Registered Charity Number: 1176258