



THE ARCHDIOCESE *of* BIRMINGHAM

## **TRUST SECRETARY (PART-TIME VOLUNTARY ROLE)**

The Archdiocese of Birmingham is seeking to appoint a Trust Secretary for the Birmingham Diocesan Trust, the Registered Charity (234216) through which the Catholic Church operates in the Archdiocese.

Reporting directly to the Board of Trustees, as Trust Secretary you would liaise with the Trust Chairman (Archbishop Bernard Longley) and the Diocesan Treasurer (Deacon David Palmer) and would be primarily responsible for the smooth and efficient running of meetings of the trustee board and its sub-committees. You would be involved in ensuring that the trustees' decisions are recorded and acted upon, monitoring compliance with various legislative and regulatory requirements affecting the charity and its activities, as well as confirming that all decisions made by the trustees are in accordance with the governing document, reflect the objects of the charity, and continue to provide public benefit. You would also provide administrative support for Trustee training and recruitment.

You would be expected to attend all Trustee meetings and some meetings of subcommittees. This is a voluntary role (although reasonable expenses will be reimbursed) and is likely to be suitable for an individual who has previously had experience of working at Board level, including production of accurate and detailed minutes in a Company Secretarial role or similar. Experience of the Catholic Church and previous work within the Charity Sector would be helpful. You would need to have prior experience of remote working, good written and oral communication skills, be friendly, co-operative and diplomatic and yet be practical with good attention to detail.

The Archdiocese is a large and complex organisation, extending from Stoke in the North to the Thames in the South, covering 7 cities and 5 Counties; an area with over 5 million people. It serves a Catholic population of 450,000 through a network of 224 parishes and 239 schools. There are 250 Diocesan priests (50 are retired) assisted by 80 Permanent Deacons. It has over 350 employees and several thousand volunteers. It manages 1,300 properties. There are currently 13 Trustees and 8 Sub committees as shown on <https://www.birminghamdiocese.org.uk/trustees>

This is a newly created, demanding and challenging role; therefore we are looking for someone who wants to make a significant contribution to the mission of the Catholic Church in the Archdiocese. For a copy of the job description and details on how to apply for the position, or an informal discussion about this role please e mail Deacon David Palmer on [david.palmer@rc-birmingham.org](mailto:david.palmer@rc-birmingham.org)