



## UNI NETWORK

### Job Description for Secretary

#### THE UNI NETWORK

Uni is dedicated to strengthening the voluntary and community sector in South East England as a positive force for change. We provide a platform for regional, sub-regional and local BME-led organizations. We also work with organisations that support the aspirations and needs of BME communities and that promote equality, to enable them to influence policy making.

Our mission is to develop the local BME networks to meet the support needs of their communities and enable a regional BME voice to significantly influence the South East region

Uni champions the development of the South East region that actively pursues the equalities agenda by the participation and contribution of the BME VCS and its communities in the social, economic, cultural life of the region.

#### **As Uni Network develops it will:**

- Shape regional and local policy development and decision-making
- Influence regional and Government policy making
- Seek resources and build capacity to strengthen frontline organizations that serve BME men and women and their communities.

In order to further its work and to strengthen its capacity to achieve the objective it has set out for itself, UNI Network has been incorporated as a Company Limited by Guarantee and it is also a Charity.

Uni Network is now seeking the appointment of a part-time (9 hours per week) project secretary to support the work

Reporting to the Project Coordinator, your main role will be to provide administrative and secretarial support to both the staff team and the Board.

#### **Specific duties**

1. To deal with post, emails, and telephone contacts concerning Uni and to direct the messages to appropriate Board members and staff.
2. To support the Company secretary to organize meetings of the Board and its committees, take minutes and circulate information as required.
3. To assist the Chair and Board to collate reports and documents
4. To support the staff team in the preparation of project reports
5. To word process documents as required.
6. Set up and maintain filing systems for both electronic and hard-copy records
7. Provide a registration/ reception service for meetings/ conferences and events

### **Person specifications**

1. Keyboard skills, 50-60 wpm
2. Ability to work with little supervision and give attention to detail in the preparation of documents
3. Ability and confidence to use Microsoft word, excel, publisher and outlook
4. Experience of organizing meetings, and providing administrative support for holding conferences, workshops and events
5. Flexibility and the willingness to work out of normal working hours when required.