

## Job description and person specification

### **Secretary to Historic Norfolk**

Permanent, part-time, 10 to 15 hours per week

£15 per hour

Working from home

#### **About Historic Norfolk**

Historic Norfolk is a charity that protects and promotes the built heritage of Norfolk. It was established in 1977 as the Norfolk Historic Buildings Trust and has been instrumental in saving over 20 historic buildings that might otherwise have been lost.

We seek to achieve our aims by being:

- A Custodian for important buildings where no independent economic and sustainable use exists
- A Catalyst for building conservation initiatives, working in partnership with others
- A Champion for conservation through campaigning, fundraising and raising public awareness of our work

We manage five properties:

Waxham Great Barn, Oulton Chapel and Burial Ground, Becket's Chapel, Thurton Lodges and Homersfield Bridge. You can find out more about each of these on the Properties page of our website [historicnorfolk.org.uk](http://historicnorfolk.org.uk)

#### **About the role**

The Secretary is the sole employee of the Trust and works alongside an active Board of Trustees and a small group of volunteers. The postholder reports to the Chair of Historic Norfolk (and, in their absence, the Vice Chair), and works with other trustees on various properties and projects. The secretary is the first point of contact for the Trust and is responsible for all administrative matters relating to managing the charity. This includes:

- Taking on the role of Company Secretary and ensuring that the Trust is meeting its statutory requirements with the Charity Commission and Companies House.
- Handling all enquiries and correspondence from customers, clients, and suppliers and taking appropriate action.
- Preparing and distributing the agenda and papers for Directors' meetings and the AGM, taking minutes at meetings. Meetings take place quarterly in Norwich, Wymondham and occasionally at other venues in Norfolk.
- Dealing with all administrative matters relating to Historic Norfolk properties, monitoring payment of rent and bills, ensuring insurance is up to date and regular servicing, such as fire equipment, is carried out etc.

- Carrying out regular visits to Trust properties and advising trustees of any issues requiring consideration or action, getting quotes for any work required, liaising with and instructing contractors and suppliers, keeping records of work done.
- Dealing with financial matters (overseen by the treasurer) including Issuing invoices, setting up invoices for payment using online banking, liaising with the bookkeeper.
- Updating and maintaining the Historic Norfolk and Becket's Chapel websites, adding events and putting tickets on sale. Promoting Historic Norfolk and our events on social media.
- Managing the hire of Becket's Chapel: showing round prospective hirers, issuing contracts, sending invoices, managing the diary etc.
- Organising and maintaining records, managing calendars and scheduling meetings.
- The above duties may be subject to adjustment from time to time and the Secretary will be expected to carry out any other reasonable tasks requested of him/her to support Historic Norfolk's work and objectives.

## **Person specification**

- Significant administrative experience and understanding of all aspects of running a small organisation.
- Excellent computer literacy with software systems including Microsoft One Drive, Word, Excel etc.
- Some knowledge of marketing and communications, including updating websites and using social media.
- An understanding of working with and caring for listed buildings would be useful.
- Self-motivated, organised and able to work without supervision.
- Honest, trustworthy and reliable.
- Able to communicate effectively orally and in writing.
- Organised and able to prioritise.
- Full driving licence and access to a car is necessary for site visits and meetings off site.

## **How to apply**

Apply by sending a CV and cover letter, demonstrating your suitability for the post, to [secretary@historicnorfolk.org.uk](mailto:secretary@historicnorfolk.org.uk)

Deadline for applications: 4pm on Friday 4 July.

*Historic Norfolk, Becket's Chapel, 2 Church Street, Wymondham, NR18 0PH*