

## **Job Description: General Secretary**

**Job Title:** General Secretary

**Location:** Working from Home, with occasional attendance in Central Birmingham

**Reports to:** Chairperson/Board of Trustees

**Hours:** Part-time and flexi-time, approx. 20-25 hours per week

**Salary:** The position is remunerated through an annual salary, not hourly, and is offered as a part-paid job. Any additional hours must be considered as voluntary unpaid, as with other volunteer staff.

### **Position Overview:**

The General Secretary will play a key role in the effective management and administration of Midland Ancestors, ensuring smooth and efficient operation of day-to-day activities. The successful candidate will act as the central point of contact for internal and external communication, help coordinate events and meetings, and support the overall mission of the society. This is an exciting opportunity for an organized and detail-oriented individual with a passion for genealogy and preserving family history.

### **Key Responsibilities:**

- **Administrative Support:**
  - Manage correspondence, both internal and external, including emails, letters, and membership enquiries, and redirect within the society where necessary.
  - Maintain accurate records of meetings, decisions, and actions taken by the society, including minutes of meetings.
  - Oversee membership records (including Gift Aid), applications and renewals, and Members Interests, and liaise with members regarding any queries or updates.
- **Organisational Tasks:**
  - Coordinate and schedule meetings, ensuring all necessary materials and information are provided in advance.
  - Assist in the planning and execution of the society's own events, workshops, and educational programmes; and with promotion and engagement in external events, fairs, meetings and conferences.
  - Ensure the timely publication of newsletters, reports, and updates to members.
- **Communication:**
  - Serve as a primary point of contact between the society, its members, and external organisations or partners. Key external contacts will include other family history groups, the Family History Federation, the media, the Charity Commission, HMRC, Information Commissioner, and NCVO. Input will also come from other Officers as appropriate.
  - Maintain and update the society's website and social media channels, ensuring content is current and engaging.
- **Governance & Compliance:**
  - Support the Chair and Board of Trustees in governance matters and help ensure adherence to the society's constitution and policies.

- Organise, attend and minute Trustee Meetings up to 8 times per year, in liaison with the Chair. Trustee Meetings will be primarily online with occasional in-person meetings in Birmingham.
  - Organise, attend and minute the society's Annual General Meeting, as well as any Special General Meetings that might be required, in liaison with the Chair and Board of Trustees.
  - Assist with financial record-keeping and manage invoices or budgets in collaboration with the Treasurer.
- **Membership Engagement:**
    - Foster strong relationships with current members, as well as with satellite groups, and encourage membership growth through outreach efforts.
    - Organise and facilitate virtual or in-person meetings for members to share research, ideas, and genealogical discoveries.

### **Qualifications:**

- Proven experience in an administrative or secretarial role, preferably within a voluntary or non-profit organisation.
- Strong organisational and time-management skills with the ability to multitask and prioritize effectively.
- Experience of committee work and procedures, including minute-taking.
- Excellent communication and interpersonal skills.
- Proficient in Microsoft Office Suite and general office software; experience with website management or social media platforms is a plus.
- Interest in family history, genealogy, or heritage conservation is highly desirable.
- Ability to work independently as well as part of a team, demonstrating flexibility and adaptability.

### **Personal Attributes:**

- Detail-oriented with a high level of accuracy.
- Friendly and approachable, with the ability to build relationships within the society and with external contacts.
- Enthusiastic about supporting the society's mission and growing its presence within the community.

### **Other Aspects**

Computer equipment required will be provided by the society.

The society has an IT service and support agreement with an external IT company.

The position is offered initially on the basis of a 6 month trial period. Review will take place at 3 months, 6 months, and the 12<sup>th</sup> month, and then every 12 months.

### **How to Apply:**

Interested candidates should submit a CV and a covering letter outlining their qualifications and interest in the role to [trustees@midanc.uk](mailto:trustees@midanc.uk). All submissions will be acknowledged.