

## **JOB DESCRIPTION**

### **Secretary to the Norfolk Historic Buildings Trust**

The Secretary reports to the NHBT Chair or, in his/her absence, NHBT Vice-Chair, and is based at the NHBT office in Norwich, with home working as agreed. List of duties as follows:

- to handle telephone calls and paper and electronic correspondence received by the NHBT and take action accordingly
- to handle administrative matters relating to the Trust's portfolio of properties, e.g. monitoring payment of rent and bills, ensuring insurance is up to date etc
- to process enquiries and manage bookings relating to all NHBT properties
- to pass all wedding related queries to the NHBT's Wedding Manager
- to assist and cover for the Weddings Manager if required
- to prepare and distribute the agenda and papers for the quarterly Directors' meetings and the Annual General Meeting, and to take/draft the minutes for these meetings
- to issue invoices and process requests for payment, liaising with the Treasurer as appropriate
- to scan all invoices and bank statements into Receipt Bank;
- to ensure that the Trust's records with the Charity Commission are kept up to date (e.g. notification of changes in directors)
- to carry out regular site visits to the Trust's properties as required and advise the Chairman/Directors of any issues requiring their consideration and/or action
- to promote NHBT and its work through social media
- to manage the Trust's website

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 NHBT's work and objectives.

**Number of hours to be worked per week = 10**