



christians in **media**
where faith and media meet

Board of Trustees - Secretary

Role description

Christians in Media is a vibrant, growing network that creates spaces for Christians across the sector to gather, pray and be inspired.

We are seeking a **Secretary** to help us support our Board and ensure smooth and efficient operations as we **grow our community of Christian storytellers** on the frontline of influence.

Key Responsibilities:

- **Meeting Administration:** Take minutes during Board meetings, ensuring accurate records of decisions and actions.
- **Follow-Up Coordination:** Ensure Board members follow through on action points, keeping the team accountable and on track.
- **Inbox Monitoring:** Help monitor and respond to general enquiries sent to the charity's inbox, directing messages to the appropriate people.
- **Governance Support:** Assist the Board with administrative tasks to ensure efficient governance processes.

Essential Skills:

- Strong organisational skills with excellent attention to detail.
- Ability to take clear and concise minutes and ensure actions are followed up.
- Comfortable managing email communications and responding to enquiries in a timely manner.
- A passion for our mission to support Christians in the media, even if you're not in the industry yourself.
- Great communication skills and the ability to work collaboratively with others.

Desired but not essential: Experience in **fundraising** would be a valuable asset to help us grow our financial resources.

This voluntary role offers a unique opportunity to shape the future of a growing ministry and make a lasting impact on how we support Christians in media.

How to Apply

To apply for the role of Secretary, please send your **CV and a cover letter** outlining your suitability for the role to hello@christiansinmedia.co.uk.

The deadline for applications is **Monday 11 November 2024**.