

Third Age Trust – u3a Council Secretary

Job Description & Person Specification

Job Description

Job Title: u3a Council Secretary

Department/Team: Learning and Volunteering

Reports To: Head of Learning and Volunteering

Location: The office is based in Southwark. We operate hybrid working where full-time staff currently work 2 days in the office and 3 days at home.

Salary: £43,000–45,000

Contract & Working hours: Full time, 35 hours per week. Permanent.

Closing date for applications: 9am, Thursday 15 October

Interview date: Wednesday 28 October

Job Purpose

The u3a movement is one of the largest member organisations in the UK with over 400,000 active members. Each u3a, is an independent charity, providing a wide range of interest groups and opportunities to come together and learn for fun. The Third Age Trust is the national charity which supports the 1,000+ u3as.

The u3a Council has been in place for just over year and acts as a vital link between the Third Age Trust and independent u3as across the UK. There are two elected representatives from each region and nation who gather and share views and feedback from members in their region/nation. The Council is then the vehicle through which this information feeds in to agree priorities and help shape the strategy of the Third Age Trust.

The Third Age Trust is seeking to appoint a Council Secretary who will work with the Chair of the Council and CEO to provide proactive secretariat support including administration and volunteer support. They will develop and improve ways of working, systems and processes to ensure strong relationships between the Trust and the Council. They will also support the effective operation of the Council, for example coordinating and monitoring progress of Council priorities against the Trust strategy.

This role will work closely with the Chair of the Council (volunteer role), CEO and Head of Learning and Volunteering to ensure the Council is a success.

This role will also involve some UK-wide travel including in person meetings.

Key Responsibilities

1. To be responsible for all aspects of the Council, its day-to-day operations – devolving its governance arrangements, supporting Council Representatives to be effective in their role and organising meetings of the Council (e.g. coordinating agendas, taking minutes, booking venues and accommodation).
2. To support and work with the Council Chair and CEO to develop a programme of work for the year, develop agendas, agree ways of working, write reports, circulate papers and provide updates.
3. To initiate, take forward and monitor the progress of Council projects and priorities against the Trust strategy, to ensure joined up working between staff and the Council
4. Ensure actions from Council meetings are accurate, understood by and communicated to relevant stakeholders (including senior managers), and monitor progress for reporting at future meetings/to the Board
5. Be the central point of contact for members of the u3a Council dealing effectively with a range of questions and queries
6. To provide support and training to Council Representatives, including induction for new Council Representatives, and maintaining accurate records of Council Representatives
7. To raise the profile and activities of the Council with the u3a membership
8. To review the external environment and bring relevant information to the attention of the Council
9. To manage Council budgets including monitoring and reporting on spending and processing of expenses
10. Participate in organisational events and activities as required

Key Relationships

Internal: Chair of the Council, CEO, Council Representatives, Senior Management Team, Senior Training and Volunteering Officer

External: u3a members

Other

To undertake other work commensurate with the role and work in various parts of the United Kingdom as required, this may involve the occasional overnight stay.

Person Specification

Essential Criteria:

Category	Criteria
Experience	Experience servicing committees and or representative bodies, and working with elected representatives
	Experience managing budgets, providing reports and processing expenses
	Experience in managing projects and progress against agreed actions/a strategy
	Experience working with a range of stakeholders who are geographically spread across the UK
	Experience of co-creation with key stakeholders to develop ways of working and or agree priorities
Skills	Ability to navigate a complex organisation and develop, maintain and influence positive relationships with a wide range of stakeholders (including staff, volunteers and u3a members)
	Excellent written and verbal communication skills, with attention to detail and accuracy
	Organised and systematic with good organisational, administrative and time-management skills
	Strong interpersonal skills and confidence in working with senior managers, volunteers, Chairs and CEO
Knowledge	Knowledge of best practice in relation to volunteering and the management of committees/representative bodies
	Excellent knowledge of Office 365, Zoom and related packages.
Personal Attributes	Self-motivated with a proactive, problem-solving approach with the ability to manage competing priorities.
	The ability to work flexibly, whilst managing changing workloads and competing priorities.
	Ability and willingness to travel across the United Kingdom.

Desirable Criteria:

Category	Criteria
Experience	Experience working within a federated and or membership organisation
	Experience in a secretariat role and or charity governance

This job description provides a general overview of the role and responsibilities. It may be reviewed and adjusted in line with organisational needs.