



Churches Together in Bedfordshire is a small Christian charity which aims to support churches in the county working in partnership as they contribute to God's mission. We work with Local Ecumenical Partnerships, Churches Together groups and other Christian networks.

### **Secretary/Administrator**

Self-employed, via a Service Level Agreement

Remuneration £1,100 per annum (paid in quarterly instalments) plus expenses

**To commence 1<sup>st</sup> September 2022 at the latest.**

Overlap with current post-holder (who finishes 31<sup>st</sup> July) would be helpful.

### **Duties to include:**

Administer meetings, generally one meeting per quarter (three daytime committee meetings, one evening AGM/Forum meeting).

Prepare agendas in consultation with the Chair.

Distribute meeting papers in advance, take and distribute minutes.

Book in-person meeting venues.

Arrangements for / hosting of online meetings, e.g. via Zoom..

Liaise with and support the Chair and Treasurer between meetings.

Collaborative working with the County Ecumenical Development Officer (or any similar post holder).

Make practical arrangements for the AGM/Annual Forum, e.g. contact potential speakers, book and liaise with venue, sort catering arrangements (if needed).

Prepare and distribute necessary publicity.

Deal with correspondence in consultation with the Chair.

Receive and distribute useful information, including to the website facilitator.

Liaise with other ecumenical bodies and groups, including Churches Together in England.

Expressions of interest, without obligation to:

Stephanie Field

[secretaryctbeds@gmail.com](mailto:secretaryctbeds@gmail.com)

By Monday 28<sup>th</sup> February 2022