

Volunteer Secretary: Board of Trustees at MARINElife

Role Description

Skills, Qualities & Experience

Essential

- Good written and verbal communication
- Computer literate, including proficiency in the use of Microsoft Office programs.
- An understanding of the general principles of MARINElife and its work and a commitment to its values (induction will be given)
- Team player able to integrate well with a range of people.
- Self-motivated, proactive, and enthusiastic
- Well-organised and methodical with good attention to detail
- Flexible approach – meetings are generally held during the evenings.

Desirable

- Administrative or minute-taking experience.
- Awareness of governance and compliance requirements affecting a charity
- Experience of the NGO sector, or with government, industry, or other public stakeholders.

If you would like more information and to apply for this role, please contact our Chair of Trustees, Archie Robertson at archie.robertson@marine-life.org.uk

He would like to hear from you by 5th January 2024.