

# Friary Drop-In Volunteering Opportunity

## Confidential Minute Taker

### Role Description

Provide confidential secretarial support to Managers and Trustees of Friary Drop-In Ltd. Predominately this means attendance at meetings including Board and Sub-Committees, taking notes and typing the information to produce an accurate account of the meeting.

### Skills, experience or qualifications needed

- A working knowledge of Microsoft Office (Word and Excel) and keyboard skills.
- Ability to take accurate notes at meetings and produce minutes
- A level of organisational ability, attention to detail and accuracy.
- An ability to understand and follow procedures.
- Good communications skills
- Good literacy skills
- An acute awareness of confidentiality
- The ability to work flexibly

Location – meetings are usually held at the following locations:-

Friary Drop-In, 46 Musters Road, West Bridgford, Nottingham

Friary Drop-In Office, 2<sup>nd</sup> floor, 7 Musters Road, West Bridgford. Please note the offices are on the 2<sup>nd</sup> floor so the volunteer will need to be able to manage stairs.

### Regular times you can volunteer:

(Induction and training may take place at other times to suit)

Meetings are held at pre arranged times at most times of the day but some will be late afternoon – from 4pm and evening – from 7.30pm.

### Supervisor:

Alison Taylor, Administration & Development Manager

For Office Use:		Date:
Created by:	Alison Taylor	27 <sup>th</sup> May 2010
Review		