

Committee Secretary

Are you an organised individual?
Do you have excellent attention to detail?
Do you enjoy administrative work and writing documents?

Role Description

The Committee Secretary will support the administration of the WHSF. This role will invaluablely improve communication and written skills, as well as looking great on a CV. The Committee Secretary will:

- Work with Workforce, Education and Development Services (WEDS), and the Chair to set the agenda for WHSF meetings
- Send out meeting reminders and paperwork to Forum members in a timely manner
- Take the minutes at every WHSF meeting, (they are responsible for ensuring another member of the WHSF takes the minutes if they are unable to attend a meeting)
- Ensure the WHSF circulation list is accurate and up to date
- Ensure all action points are carried out by the agreed deadline

Person Specification

The successful candidate will:

- Be highly organised
- Be an effective communicator
- Have excellent time management skills
- Have excellent attention to detail
- Be mindful of professionalism and confidentiality
- Be a current Course Representative who has attended at least 2 WHSF meetings (*This condition may be waived in the event that no potential candidates have two meetings experience*)
- Demonstrate their commitment through their involvement with the Forum

Application Process

To apply for this role you must submit a short paragraph (no more than 250 words) which demonstrates the following:

- How do you meet the person specification?
- What relevant experience do you have?
- What are your aim(s) for the Forum?