St Francis de Sales Charitable Trust

Administrative Assistant & Minutes Secretary (Voluntary)

St Francis de Sales Charitable Trust seeks conscientious Administrative Assistant & Minutes Secretary to support exciting growth phase for immediate start.

The St Francis de Sales Charitable Trust was founded in 2021 to provide funds to pro-life and Catholic organisations, causes or individuals. It actively seeks to make grants to eligible organisations and individuals. The charitable objects are included on the following page.

Note this is a voluntary, remote, part-time position & could be filled by multiple people. Would suit someone seeking a flexible hybrid/remote role to fit around their schedule.

Minutes Secretary

Commitment:

- Minimum one-year term (ideally), attending committee meetings online held once per quarter on weekday evenings, typically around 7/8pm.
- Approximately 3 hours work per meeting, encompassing meeting attendance, minute-taking, and administrative tasks.

Core Duties:

- Attend and take accurate minutes of 60 to 90-minute trustee meetings.
- Circulate meeting agendas and supporting papers prior to meetings.
- Assist with grant application processing, including data entry and documentation management.
- Keeping documents organised and logs maintained.

Additional Duties:

- There may be opportunities to undertake additional administrative tasks based on your interest and availability.

Ideal Candidate:

- Moderate proficiency in Microsoft Office software (Word, Excel, etc.).
- Strong commitment to the Trust's objects and ability to operate in its best interests.
- Excellent time management, organizational, and communication skills.
- Ability to maintain confidentiality and meet deadlines consistently.

Desirable Skills and Experience:

- Passion for the Trust's cause and its community impact.
- Prior experience writing formal minutes for charitable organizations.
- Familiarity with cloud storage solutions (openness to learning encouraged).
- Interest in exploring the use of artificial intelligence tools in administrative tasks.

Administrative Assistant

Commitment:

- Ongoing role, with flexible time of working to suit you.
- 2-4 hours a week minimum, with scope for many more hours depending on interest, availability and time of year

Core Duties:

Working closely with the chair:

- Assist with grant application processing, including advertisement, data entry, documentation management and correspondence with grant recipients
- Keeping documents organised and logs maintained.
- Preparing marketing and mail merges
- Coordinating our upcoming push to secure more donors from family and friends

Additional Duties:

- There may be opportunities to undertake additional administrative tasks based on your interest and availability, including ad-hoc research
- Potential digital media / social media growth project.

Ideal Candidate:

- Highly proficient in Microsoft Office software (Word, Excel, etc.).
- Competent with online tools (openness to learning encouraged).
- Strong commitment to the Trust's objects and ability to operate in its best interests.
- Excellent time management, organizational, and communication skills.
- Ability to maintain confidentiality and meet deadlines consistently.
- Independent thought, judgment whilst being willing to follow clear instructions.

Desirable Skills and Experience:

- Experience of interest in digital media / social media for *effectiveness* rather than merely content for content's sake. Including email newsletters, website improvements, social media posting.
- Experiencing in expanding networks and patnerships.

Further information

Charitable Objects

A summary of the purposes of the charity as set out in its governing document (Para 1.17):

To advance such charitable purposes (according to the law of England and Wales) as the trustees see fit. From time to time in particular but not limited to:

1) The advancement of the Roman Catholic religion by making grants to Roman Catholic organisations, causes and individuals;

2) The relief of poverty, sickness and distress of pregnant women and unsupported mothers by making grants to persons in need, and to pro-life organisations and causes;

3) The advancement of human rights in particular of unborn children, human embryos, the elderly, disabled, by making grants to pro-life organisations, causes and individuals;

4) The advancement of education of the public in bioethics and for the utmost respect for human life, by making grants to pro-life organisations, causes and individuals.

This will be primarily (but not exclusively) in England, Scotland and Wales.

“Pro-life” means to uphold the inalienable right to life of every human being from fertilisation to natural death.