

Job Description – Administration Assistant/minute taker

Description:

The Minute Taker is responsible for providing secretarial and administrative support to the Stronsay Development Trust Board of Directors. This will include agenda preparation, minuting and other tasks that may be assigned.

This is a part time position of around 5-10 hours per month at £10.50 per hour.

Duties and Responsibilities:

The duties of the Minute Taker are as follows:

1. Prepare agendas for Trust Board and committees meetings as required
2. Attend, record and transcribe minutes of Trust Board and committees meetings as required
3. Format, edit, print, compile and upload minutes to the Trust website and Island notice boards in a timely fashion
4. Maintain meeting schedules on the Trust website and community events calendar
5. Schedule meetings of the Trust Board and committees meetings as directed ensuring that the appropriate facilities, rooms and equipment are available as required
6. Track and compile decisions of the Trust Board and committees
7. Other duties as assigned

Required Skills and Experience:

1. Familiarity with Microsoft Office Suite
2. Excellent transcription, writing and word processing skills
3. Ability to work within clear timelines
4. Experience taking and producing minutes in a timely fashion
5. Administrative ability and experience
6. Ability to effectively prioritize and execute tasks

To apply please complete an expression of interest form and send to Unit 1 Woods Yard, or email cdostronsay@gmail.com.

forms must be received no later than 4:00 pm on **Wednesday 30th November 2022**.

Interviews will take place early December with a December start date.