

The North Walsham and Dilham Canal Trust

General Secretary vacancy

The North Walsham & Dilham Canal Trust is looking for a 'General' Secretary.
(The position for a 'Minutes' Secretary has been filled.)

The Trustees and Officers meet once a month and hold our meetings in the North Walsham area.

You do not have to be qualified, but having an interest in the Trust's work helping to restore Norfolk's unique Canal would be beneficial.

You will need access to a computer and be computer literate; having an email account is preferred. This is a voluntary post as we are all volunteers, but we do pay expenses.

The main job of the Secretary is to support the Chair with the official business of the Trust. As such we need someone who is able to receive and manage communications, directing them to the appropriate officer and checking that they have been followed up.

The Secretary will keep an eye on the dates and needs of official returns and correspondences, which will include the organisation of the AGM and other meetings.

We also need someone who will help the Trust progress to become a CIO (Charitable Incorporated Organisation) so that it has the correct charitable status for its future needs and aspirations e.g. This will include form filling and responding to paperwork generated by other organisations.

As with other members and trustees, the secretary will be an ambassador for the Trust and the Canal's restoration at various events.

The Secretary will also be expected to attend, wherever possible, the monthly Trustee meetings.

If you can help or know someone who can help please contact us by email on secretary@nwdct.org or to discuss the post please call the Interim Chair, Ivan Cane, on 01328 862435