

Volunteer Secretary

Dyffryn Ardudwy and Talybont Village Hall

Dyffryn Ardudwy and Talybont Village Hall is seeking expressions of interest from someone who would like to join our management committee as Volunteer Secretary.

The Secretary plays a vital role in the successful running of the Village Hall, supporting the trustees with administration, governance, communications and bookings. Working closely with the Chair, Treasurer and fellow trustees, the Secretary helps ensure the Hall continues to thrive as a welcoming community facility.

Further Information

Expressions of interest will be considered by the trustees in accordance with the Charity's governing arrangements.

To find out more or to express an interest, please contact the Chair, Nedw, at **cadeiryddneuadd@gmail.com**

Closing date: 24 July 2026

Volunteer Secretary

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Main Responsibilities

- Organise trustee meetings and the Annual General Meeting (AGM), including issuing notices and meeting papers.
- Prepare agendas in consultation with the Chair.
- Take accurate minutes and distribute them promptly.
- Maintain committee records and official documents.
- Handle correspondence on behalf of the Village Hall.
- Keep trustee and committee contact details up to date.
- Ensure committee decisions and agreed actions are properly recorded.
- Support good governance by maintaining policies and governing documents.
- Coordinate communication between trustees, hall users and external organisations.
- Manage hall bookings and respond to enquiries.
- Maintain and update the Village Hall website.
- Help prepare publicity and promotional material for events and activities.
- Support the Hall's social media presence.
- Research funding opportunities and grant programmes.
- Prepare grant applications and supporting documentation.
- Complete grant monitoring and reporting required by funding bodies.
- Provide general administrative support to the Chair and trustees.

Skills and Experience

We would welcome applications from someone with:

- Strong organisational and administrative skills.
- Excellent written and verbal communication.
- The ability to prepare accurate meeting minutes and maintain records.
- Good IT skills, including email, websites and online systems.
- Reliability, discretion and attention to detail.
- An understanding of charity governance, or a willingness to learn.
- The ability to prepare funding applications and written reports.
- An interest in supporting a local community organisation.
- Experience within a voluntary, community or charitable organisation would be advantageous but is not essential.

Time Commitment

Typically around 20–25 hours per month, including:

- Attending monthly trustee meetings.
- Preparing agendas, reports and minutes.
- Ongoing correspondence and administration.
- Managing hall bookings and enquiries.
- Updating the website and social media.
- Researching funding opportunities and preparing grant applications.
- Completing grant monitoring and reporting.
- Liaising with hall users, contractors, community groups and partner organisations.
- Additional work associated with events, governance matters and the Annual General Meeting.