

Job Description: Trustee Administrator

Approximately 14 hours per calendar month; starting August 2021

£11 per hour self employed

We are recruiting an Administrator to assist and support the work of the Board of Trustees at Levenshulme Old Library. This role is for approximately 14 hours per calendar month, starting from August 2021. The post is offered for an initial 5 months (to start of January 2022) and any extension will be reviewed in November 2021.

The role will include preparing agendas, reports and minutes, maintaining contact information, attending LOLCIO meetings and providing similar administrative support to the Trustees of Levenshulme Old Library CIO. The post will require occasional evening and weekend availability. You will need to work closely and flexibly with other paid LOLCIO staff to assist the Trustees in their oversight of the organisation.

As we emerge from Covid19 the priority is to ensure your work is manageable and reduce financial risk to LOL as we begin to slowly increase operations and manage any backlog of work.

Description of main tasks

Develop and support LOL trustees in their role

60% daytime, 40% evening work (flexible from month to month)

- Support LOL trustees by providing secretarial and administrative services:
- Main point of contact for all members of the Board of Trustees
- Liaising with Trustees in order to arrange Trustee meetings and subcommittees
- Support LOLCIO officers and trustees in planning meetings and circulating agendas, minutes and reports.
- Attend and keep minutes for all Trustee and Subcommittee meetings.
- Additional duties:
 - a. Support trustees in complying with their legal duties (such as ensuring policies are reviewed.)
 - b. Assist with preparing written materials required for updating our website with relevant Trustee related information and notices.
 - c. Support the arrangement of training for trustees and staff.

Other considerations:

Line management will be provided primarily by Jez Hall, Treasurer of LOLCIO, with the support of the Operations and Finance Manager. Reporting (time management) will be provided through completing time/activity reports based on an excel spreadsheet, in an agreed format.

This flexible role can either be on PAYE or a self-employed basis, as agreed between LOL trustees and the post holder. Rates of pay will be in line with at least the Manchester Real Living Wage (currently £9.50 per hour,) for a PAYE role.