



Secretary to the Board (voluntary position)

- Do you love animals and want to help young people?
- Would you enjoy helping people and dogs to improve each other's lives?
- Do you have excellent administrative skills?
- Could you offer us 4 hours a month? We offer a flexible schedule, and this role can be completed outside of working hours.
- Then we want to hear from you!

Paws for Progress is a local organisation seeking a motivated volunteer to join our team as a Secretary to the Board. This is an exciting opportunity to play an essential role in the smooth running of our board meeting and supporting us with administration, enabling Paws for Progress to improve the lives of more people and dogs.

About the organisation:

Paws for Progress is an innovative and ambitious Community Interest Company dedicated to improving the lives of vulnerable people and dogs. Our specialist team provide educational, therapeutic, and interactive dog-assisted services for people most in need of support, in prison and within community settings.

About the role:

The purpose of this role is to provide a secretariat service to the members of the board, ensuring the smooth running of meeting, taking of minutes, and following up on any actions.

We are looking for a **self-motivated individual** with **strong communication and organisational skills**. The **flexibility to adapt, confidence working independently**, and **minute taking experience** are essential for this role. You will also undertake other duties as determined by the evolving nature of the organisation.

This role will be predominantly remote working and you will be required to use your own laptop / computer to undertake your duties.

Our Activities:

At Paws for Progress, we provide the UK's first prison-based rescue dog training programme, running at HMP YOI Polmont for over a decade. We also deliver a range of Personal Development Programmes and Wellbeing Programmes in prisons and schools across Central Scotland, with the help of our team of enthusiastic and friendly "Ambassadors".



Our purpose is to **enable people and dogs to improve each other's lives.**

All our work helps us to achieve our 3 strategic aims:

- Improve the wellbeing and prospects of people experiencing challenges by creating opportunities for learning and development.
- Improve the welfare of dogs and rehoming success of homeless dogs.
- Build a sustainable future platform for our work to ensure we can make a lasting difference for both people and dogs.

Who we are:

Paws for Progress is a small organisation, led by a volunteer Board with a range of backgrounds, and with an annual income over £200k and 7 members of staff. We are at a very exciting point in our development as we prepare for growth and expansion over the next 3-5 years. We hope that you will join us in our journey.

Application notes:

Applicants are invited to submit a CV and 1 page cover letter, setting out why you want to join us in this role and how you meet the person specification. These should be sent to our recruitment team by 5pm on Monday 10th July 2023 at info@pawsforprogress.co.uk

We will let you know by Tuesday 11th July 2023 if you are invited to progress to the interview stage of recruitment.

Interviews will be conducted remotely between the 12th to the 14th July 2023.

Please let Suzanne Ruby know at info@pawsforprogress.co.uk if there is anything we can do to make the application or interview process more accessible for you (for example, these adjustments could include, but are not limited to: video application, interview coach present, sending questions prior to the interview, possibility of a walking interview, etc).

Every role at Paws for Progress is open to applications from all sections of society. We believe in the potential of everyone regardless of sex, race, religion or belief, ethnic origin, different physical ability, age, nationality, sexual orientation, gender identity, or any other form of diversity.

At Paws for Progress, we are committed to conscious inclusion that contributes to creating a sense of belonging and shared purpose. We welcome applications from everyone who feels passionately about our vision; creating a world where people and dogs improve and enrich each other's lives.



If you are interested in this role and could see yourself doing a great job then we want to hear from you, even if you are unsure whether you meet all the points in the person specification.

The Role:

- To liaise with the chair and Operations Manager to plan, arrange and produce agendas and supporting papers for board meetings, and for drafting the subsequent minutes.
- Supporting the board in fulfilling their duties and responsibilities.
- Co-ordinating the scheduling of board meetings and communication surrounding this.
- Assisting the chair in facilitating board meetings.
- Recording and monitoring actions arising from board meetings.
- Ad hoc actions as agreed with the Operations Manager and members of the Board.
- Act in the best interest of the organisation to safeguard our values and reputation.
- Maintain confidentiality around any sensitive or confidential information received in the course of their duties.

Person specification:

- Self-motivated with strong communication skills.
- Effective communication skills and organisational skills.
- Competent IT skills, including Microsoft Teams, and Microsoft office.
- Reliable and trustworthy with confidential information.
- The ability to work independently and as part of a team.
- Experience with minute taking would be beneficial.
- A commitment to the mission, values and aims of Paws for Progress.
- A willingness to work collaboratively in pursuit of the organisation's aims.
- The ability to form positive and productive relationships with other Board members, staff team and partners.

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Hours:

We are looking for someone who can commit to supporting us for a minimum of 1 year, with a 3-month probation period. The role is for an average of 4 hours a month, and there is a requirement to attend 5 evening Board meetings in Stirling per year. Outside of Board meetings, this role can be completed remotely.

Salary:

This is a voluntary role, but out of pocket expenses to attend Board meetings and related events will be reimbursed.