



In association with the Diocese of West Yorkshire and The Dales

Part-Time Company Secretary – Charity Sector

Progress to Change (PTC) is looking to recruit a proactive, well organised and self-motivated Company Secretary to support its Trustees and Management Team with the day to day administration of the charity.

PTC operates two Approved Premises in north Leeds, providing residential accommodation and rehabilitation for offenders within the criminal justice system who are on licence or bail.

Salary: £21,000 to £25,000 pro rata depending on experience
Pension scheme available

Hours: Circa 16 per week, hours flexible with bi-monthly attendance at Trustee meetings after 5.30pm

Location: Possibility to be based in City Centre and Home. Will need to attend hostels based in North Leeds on a regular basis.

The successful candidate will be discreet, professional and highly efficient. You will need excellent administrative skills including the ability to draft and amend documents in Word and Excel as well as basic financial management. In addition you will need to demonstrate good verbal and written communication skills, be honest and trustworthy and be comfortable working independently under your own initiative.

You will report to the Chair of the Trustees and liaise with the Treasurer and other Board members as appropriate as well as supporting our Chief Executive with matters relating to the Approved Premises.

Your role includes; attending Board meetings, preparing agendas, taking meeting minutes, maintaining charity & financial records, preparing annual returns & reports, dealing with trustee correspondence, supporting the Chief Executive with additional admin or projects in relation to the day to day strategic management of the Approved Premises.

If you are interested in applying for this role please send a current C.V. and covering letter to admin@progresstochange.co.uk

Closing date: 6th April 2018

For further information about the charity and its work please visit: www.progresstochange.co.uk