

THE NIGHTINGALE FUND COUNCIL



Established 1857
Registered Charity Number 205911

Job Description: Nightingale Fund Council Honorary Secretary

Salary/Hours of employment: 5 hours per week (Flexible)

Responsible to: Chair of the Nightingale Fund Council

Accountable to: Chair of the Nightingale Fund Council

Job Summary: To provide comprehensive business and administrative support to the Trustees, Chair, Vice Chair and other council members as required. They will manage the business/charitable function of the Nightingale Fund Council (NFC) ensuring systematic and effective processes are in place to enable the smooth delivery of council business.

To provide an efficient and professional first point of contact when dealing with prospective candidates or other interested parties.

Key Working Relationships

The administrator will be required to communicate and work constructively with a range of individuals and organisations including:

- Trustees
- Council members
- Financial Investors
- Educational providers
- Charitable organisations
- Candidates
- Professionals
- Public

Scope and authority

To undertake business and administrative responsibilities as directed by the Chair/Vice chair. To prioritise correspondence and enquiries ensuring the Chair/Vice chair is aware of matters requiring immediate attention

Qualifications, skills and knowledge

A minimum of 2 years secretarial/office experience

Experience of working in the charitable sector (desirable)

Excellent organisational, communication and interpersonal skills

Time management skills

Experience in Excel, spreadsheets and website management

Experience in remote working including virtual meetings

Key Responsibilities

- To answer and deal with all telephone, email and written enquiries from candidates or other interested parties, recording all enquiries and escalating to the chair/vice chair as required

Nightingale Fund Council Meetings

- To book venues and catering for three council meetings per annum.
- To prepare council meetings agendas, papers and minutes for council meetings
- To prepare an annual schedule of reports and policies as directed by the Chair
- To prepare an annual tenure report
- To liaise with financial investors representative to obtain fund manager report for each meeting
- To check all council members have submitted any reports or data on the agenda 2 weeks prior to meetings
- To contact council members 2 weeks prior to meetings to confirm attendance
- To check candidates application's to ensure they meet the grant application criteria and all sections of the application form has been fully completed, including a curriculum vitae
- To check 2 references have been received for each candidate identifying referees designation. One referee must be their current employer
 - To check candidate's Nursing Midwifery Council PINs
 - To request additional tutor references where required
- All candidate applications to be sent to nominated council member who will identify council member allocation
- Candidate's completed forms to be sent to council members 4-6 weeks prior to council meeting to enable them to conduct telephone interviews using standardised interview template
- To prepare a report per meeting on prospective candidates, scoring and council member recommendations
- To prepare a written report on any formal income received as directed by the Chair
- To provide a verbal report at each meeting regarding any correspondence received regarding NFC business

Post meetings

- Populate grant tracking excel spreadsheet on grants awarded
- Inform all candidates of outcome of grants awarded and how grant monies are received using standard letter template
- Send grant confirmation letter to University/Education provider requesting they generate an invoice
- On receipt of invoices arrange for chair to sign cheques and send to provider
- Send all candidates impact/evaluation forms
- Circulate minutes of the meeting to council members within 3weeks, asking for amendments and accuracy of minutes
- Send approved minutes to members 2 weeks prior to meetings

Finance

- Monitor the CAF account and liaise with financial investors if monetary transfers are required

- To update signatories as required with the Bank and Fund managers
- To prepare bank reconciliations for the accountant
- To liaise with the independent examiner when required (ie when income received is over £25,000)
- Liaise with auditors as required
- Send all cheques or electronic payments over £250 to Chair or approved signatory for signing or authorising regarding grant allocation and other expenditure. Record all transactions on an excel spreadsheet
- Record all income, donations received including date, amount and contributor and produce an income report per meeting
- Ensure payment of trustee insurance per annum
- Pay insurance premiums
- Pay website provider
- Provide annual returns to the charity commission as directed by the Chair
- Share information with accountant as directed by the Chair

Information Governance

- Respect the confidentiality of all matters and information whilst dealing with NFC business. To ensure council members use the secure iCloud when dealing with candidates personal data
- To maintain high standards of quality in record keeping, ensuring information is always recorded accurately, appropriately and kept up to date, with regular back up system checks
- Ensure all documentation is held securely and information held adheres to the NFC Data Protection Policy and the Data Protection Act
- Oversee the management of the NFC web site and contract as directed by the Chair

Data Protection

- You should make yourself aware of the Data Protection Act and ensure actions are taken to safeguard information

Health and Safety

- You are required to take reasonable care for your own health and safety and that of others who you may work with and ensure you are aware of safety and codes of practice

Person Specification for Honorary Secretary for the Nightingale Fund Council

Criteria	Essential	Desirable
Qualifications	Sound Educational background Typing/word processing qualifications or equivalent experience	Information Technology
Experience	Experience and knowledge of software packages, including manipulation of data, spreadsheets and Excel Good working knowledge of Microsoft office Excellent administrative skills Experience of arranging meetings, preparing agendas and taking and typing minutes Experience of working in a team and the ability to work autonomously on own initiative	Web site knowledge and management Experience of working in the charitable sector
Skills and Abilities	High level of interpersonal skills and the ability to communicate with a wide range of stakeholders Ability to communicate using a range of mediums, e.g. virtual technology Excellent organisational and time management skills Ability to work under pressure and prioritise a number of competing demands Respect and awareness for confidentiality	Information Governance Training

honorary.secretary@thenightingalefund.uk
www.thenightingalefund.uk