

## **The Dons Trust is looking for an Assistant Secretary to support the Secretary (David Grows)**

The Dons Trust Board (DTB) is looking to enhance the Secretariat support as it tackles its priorities for this year and so is recruiting an Assistant Secretary.

The role can be primarily performed from home and online and has flexible hours that can fit around your other commitments. We anticipate it would take 5 hours per week.

### **As Assistant Secretary, working with the Secretary, you will be responsible for:**

- Chasing actions and maintaining an action log
- Maintenance of working and operational documents
- Collation and distribution of AGM/SGM papers

You will work closely with the Dons Trust Secretary and other members of the Secretariat team. You would not be expected to attend every board or general meeting, though you may find that helpful in having an overview of priorities.

### **Essential criteria for the role:**

- The ability to work both autonomously and as part of a wider Secretariat
- Good understanding of governance and the [Dons Trust and club structure](#)
- Confidence with IT packages (we use Teams and Microsoft Sharepoint) and a willingness to learn
- Good organisation skills
- Accuracy and good attention to detail
- The ability to be proactive in managing workload and work with senior colleagues
- Good communications skills, written and verbal
- Work and commit to deadlines
- The ability to abide by the confidentiality of Board discussions

The successful applicant **MUST** be a member of the Dons Trust or [join the Trust](#) by the day of appointment.

**This role is unpaid. The benefits you will gain will include:**

- Developing and enhancing a useful set of secretarial skills
- Gaining insights into the operations and conduct of The Dons Trust and AFC Wimbledon
- Making a satisfying contribution to the effectiveness of the Board and its transparency to Dons Trust members.

To enquire about, or apply for the role, please contact [Dons Trust Secretary David Grows](#).

**Applications are due by 5pm Sunday 24 January 2021.**