



## Self-Employed administration support role for the CLT

Thaxted Parish Council has formed a Community Land Trust with the intent to build community homes for the people of the town.

The Community Land Trust seeks an 'Administrator' and would like to hear from you if you have experience of business administration, particularly in the field of housing, planning or public finances.

The trust relies solely upon volunteers to undertake many of its workstreams, however the administrative support the trust seeks can be a paid position on a self-employed basis, for several hours per week, the tasks and the hours to be designated on an ad hoc basis by the Secretary of the Trust.

Some examples of the administrative duties might include:

- Inspirational social media involvement and advertising the benefits of CLT
- Promoting the membership and volunteering opportunities within the CLT
- Governance and code of conduct documentation writing and compliance
- Drafting the CLT's vision statement
- Prioritising CLT Objectives
- Membership management, including ensuring that the membership register is kept up to date
- Charitable status registration (if applicable)
- Registration Certificate management and administration
- Ensuring that the organisation's legal and other liabilities are met
- Being aware of the rules or Memorandum & Articles and ensuring they are complied with
- Ensuring that documentary legal requirements are met, such as filing annual returns, ensuring insurances are kept up to date, have an overview of health & safety, managing data protection functions
- Filing and storing of records
- Ensuring minutes of meetings are kept
- Ensuring Resolutions are Approved
- Summoning Governors to attend Meetings including AGM

To Apply for the administration position, Please send a brief statement indicating what you feel you'd bring to our Community Land Trust in no more than 250 words to: [Clerk@thaxted.co.uk](mailto:Clerk@thaxted.co.uk)

The closing date for this application is 20<sup>th</sup> November 2020