

Minute Taker (Board of Trustees)	
Location:	21 Freeman Street in Grimsby, North East Lincolnshire.
Base:	Meetings are face-to-face at YMCA Humber, 21 Freeman Street. Remote dial in via Teams / Zoom may be required where necessary.
Reporting to:	Kate Conway, Chief Executive Officer.
Liaison with:	Chair of Trustees, Board of Trustees and Sub-Committee Chairs.
Role Type:	To provide flexibility to the ideal candidate this contract can be undertaken as a sessional role via YMCA Humber PAYE or self-employed / freelance with the post holder paid via invoice.
Main Purpose of the Role:	<p>The successful candidate will be expected to attend YMCA Board meetings in person, or via virtual portals Teams / Zooms when required. Meetings run on a 5 – 6 cycle per year for the following departments:</p> <ul style="list-style-type: none"> • Board of Trustee Meeting • Digital & Transformation Sub Committee. • People & Policy Sub Committee. • Development Sub Committee. <p>Timescales.</p> <ul style="list-style-type: none"> • YMCA Humber operates approximately 20 meetings per year. • Meetings should be no longer than 2 hours. • Transcription of minutes to be input into the set format provided. • Minutes to be submitting to the Chief Executive Officer within one week of initial meeting. <p>Skills and Experience:</p> <ul style="list-style-type: none"> • Ability to provide detailed minutes and defined action points. • Ability to produce timely and concise minutes for distribution within a set timescale. • Ability to work flexibility, onsite or remotely. • Flexibility to work to the needs of a scheduled calendar of meetings. <p>Professional Boundaries.</p> <p>Due to the sensitive content discussed at all YMCA Humber Trustee Board Meetings, there is an expectation for individuals involved in the meetings, agenda and details disclosed to conduct themselves in line with the general standards of conduct and behaviours, whilst adhering to the professional boundaries and GDPR requirements of YMCA Humber.</p>

Criteria:
<p><u>Essential:</u></p> <ul style="list-style-type: none"> • High level of administration and office skills. • Minute Taking knowledge. • Literacy and IT written and verbal communication. • Understanding of confidentiality and boundaries. <p><u>Desirable:</u></p> <ul style="list-style-type: none"> • Experience Professional Shorthand.

Role Requirements
<p>A satisfactory Enhanced Disclosure Check from the Disclosure and Barring Service (DBS) is essential for all YMCA Humber employees, and sessional staff, with a 3 yearly renewal requirement in line with DBS requirements.</p>



**Here for young people
Here for communities
Here for you**

YMCA enables people to develop their full potential in mind, body and spirit. Inspired by, and faithful to, our Christian values, we create supportive, inclusive and energising communities, where young people can truly belong, contribute and thrive.