

**Job Title:** Charity Secretary  
**Location:** Remote / in-person  
**Organisation:** Berkeley Ensemble  
**Contract Type:** Freelance  
**Hours:** Approx. 32 - 40 hours per year  
**Rate:** £20 per hour

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#### **About Us:**

The Berkeley Ensemble is a world-class chamber ensemble committed to fostering creativity, inclusivity, and engagement with chamber music through concerts, workshops, and outreach projects. As a growing organisation, we are seeking an experienced administrator or secretary to assist the Board of Trustees with the smooth governance of the charity.

For more information about our work please visit

<https://www.berkeleyensemble.co.uk/about/>

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#### **Role Overview:**

The Freelance Charity Secretary will provide vital administrative and secretarial support to the charity's Board of Trustees and ensure that all governance activities are carried out in line with legal and regulatory requirements. This position will be offered on a freelance basis to support up to four board meetings per year (approximately 32 - 40 hours total work per year). The Charity Secretary will manage the charity's formal documents, organise and attend board meetings, and assist with the smooth operation of the charity.

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#### **Key Responsibilities:**

- **Board Support:** Schedule and attend up to four meetings per year (currently three remote meetings and one in-person meeting in central London). Circulate board papers, take minutes and follow up on actions.
- **Governance & Compliance:** Ensure legal documents and policies are up to date, assist with charity law compliance, and oversee annual submissions to the Charity Commission.
- **Record Keeping:** Maintain accurate records of trustees, meeting minutes, actions and decisions.
- **Communication:** Serve as the key liaison between the chair, board, charity's administration team and members of the ensemble, ensuring timely communication and coordination.

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**Required Skills & Experience:**

- Experience in administration or secretarial roles, ideally within the charity sector.
- Strong organisational, communication, and time-management skills.
- Proficient in office software (the charity currently uses Google Workspace) and communication tools (e.g., Zoom, Google Meet).
- Ability to manage priorities effectively and handle confidential information.
- Proactive, self-motivated, and able to work independently.
- Excellent attention to detail and strong interpersonal skills.

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**Desired Attributes:**

- A passion for the arts and supporting not-for-profit organisations.
- Ability to build strong relationships with the board, charity's administration team, members of the ensemble and external partners.
- Knowledge of charity law and fundraising regulations.
- Qualification in administration, secretarial studies, or charity governance (e.g., Certificate in Charity Law, Governance, and Management).

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*The Berkeley Ensemble is committed to equality, and encourages applications regardless of age, caring responsibilities, disability, gender, gender identity, marriage and civil partnership, pregnancy and maternity, race, religion or belief, and sexual orientation.*

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**How to Apply:**

Please send your CV along with a brief cover letter outlining your relevant experience and interest in working with Berkeley Ensemble to [john@berkeleyensemble.co.uk](mailto:john@berkeleyensemble.co.uk).

Deadline: Monday 28th April at 5pm.