

COMMUNITY HEROES (NF)

COMMUNITY HERO CO-ORDINATOR/SECRETARY



ROLE OVERVIEW

Are you highly organised and great at keeping things on track? As the Secretary for the Step by Step Community Heroes (New Forest), you'll be the **backbone** of the team—ensuring everything runs smoothly and efficiently. You'll be the hero behind the scenes, making sure no detail is missed, and every mission is a success! This role is perfect for someone who loves planning, structure, and making sure things get done.

KEY RESPONSIBILITIES

- **Organising and Minuting Meetings:**
 - Ensure meetings are effectively scheduled and minuted, using digital tools to streamline processes (if wanted).
 - Work closely with the Chairperson to set mission-focused agendas.
 - Digitally distribute agendas and minutes to core team members in a timely manner.
- **Record Keeping & Administration:**
 - Maintain accurate records of meetings, decisions, and action points.
 - Keep team documentation up to date and easily accessible.
 - Ensure compliance with governing documents and relevant laws (charity law, fundraising code of practice, etc.).
- **Communication & Coordination:**
 - Act as the key point of contact between core team members and community supporters.
 - Ensure that all members are informed, engaged, and following through on their responsibilities.
 - Manage correspondence and communication to keep everything running smoothly.

- **Keeping Things on Track:**

- Follow up on action points to ensure progress is made.
- Provide timely reminders to keep everyone aligned and on task.
- Work with the Charity Champion to ensure all administrative tasks align with Step by Step's procedures.

WHAT YOU BRING

- Exceptional organisational skills and a keen eye for detail.
- Strong communication and coordination abilities to rally the team.
- Confidence in using digital tools for scheduling, minuting, and record-keeping.
- A proactive and supportive attitude to keep the mission on course.

YOUR HEROIC COMMITMENT

- Attend and coordinate productive meetings (around 6 per year).
- Ensure actions and responsibilities are tracked and followed up.
- Keep records updated and ensure smooth communication within the team.
- Provide support when needed to help the team succeed.

WHAT'S IN IT FOR YOU?

- Be part of a passionate team making a real difference.
- Gain valuable experience in governance and administration.
- Develop leadership and communication skills.

READY TO BE A HERO?

If you're ready to **Be the Hero** and keep the team organised and focused, we'd love to hear from you!

Get in touch at BeTheHero@stepbystep.org.uk to apply or learn more.

As we follow the safer recruitment guidelines applicants are required to complete a short online application form.

Successful applicants are required to undergo an enhanced DBS check and must provide two references.