

Secretary Property & Finance Workgroup

Role Profile

Part- time (average 5 hrs/week)
Reports to the Convenor of the Workgroup
Final 30 July 2026

INTRODUCTION

The workload of the Property and Finance Workgroup has become increasingly large, and it has relied upon a largely voluntary and ageing group of long-term members that have, over the years, contributed greatly. To better support the Workgroup the new role of Secretary has been established.

The workgroup meets monthly for up to two hours and at times longer, normally excepting January. They meet face to face, or via zoom, and there are on occasions an additional meeting to address an urgent matter(s), which is usually via zoom.

PURPOSE

The purpose of the role is to provide administrative and secretarial support to the Property & Finance Workgroup, in particular its Convenor.

RESPONSIBILITIES

Accountable to the Convenor, the role of the Workgroup's Secretary includes:

- Assist the Convenor in compiling the agenda and documents for each meeting.
- Record the minutes and take note of actions required for each decision and timeframes for completion.
- Documentation management – ensure documents related to the workgroup are well managed.
- Liaise with the Presbytery's Administrator for communications to the presbytery, such as to churches, treasurers, etc.
- Liaise with the Presbytery's Administrator in relation to website notices and inclusions in the wider presbytery communications (e.g. weekly updates and monthly newsletters).

REQUIREMENTS FOR THE ROLE

- Experience as a Secretary or Administrator.
- Very good communication skills
- Well organized, efficient, and a quick learner.
- Experienced in document management.