

Volunteer Minute Taker - Oxfordshire Community Land Trust

Job advert:

Make a Real Difference in Oxfordshire's Housing Future!

Oxfordshire Community Land Trust is seeking a meticulous and organised volunteer Minute Secretary to join our friendly and dedicated team.

Help us document vital discussions at our Housing Committee, Senior Management Team, and Board meetings (all monthly) plus our AGM (annual). Approximately 4-6 hours of meeting time per month, plus time to refine and distribute minutes and create the agenda for the next meeting.

If you have excellent listening and writing skills, and want to contribute to affordable housing solutions in Oxfordshire, we'd love to hear from you!

Contact us today to learn more and apply!

Job description for web site

Volunteer Minute Secretary - Oxfordshire Community Land Trust

About Oxfordshire Community Land Trust (OCLT):

Oxfordshire Community Land Trust is a community-led organisation dedicated to providing permanently affordable housing for local people. We work to develop and manage homes that remain affordable in perpetuity, ensuring that future generations can live and thrive within our communities.

Role Overview:

We are seeking a reliable and detail-oriented volunteer Minute Taker to accurately record the proceedings of our key meetings. This role is crucial in ensuring transparency and accountability within our organisation, and in maintaining a clear record of our decision-making processes.

Key Responsibilities:

- Attend and meticulously record minutes for the following meetings:
 - Housing Committee (monthly)
 - Senior Management Team (monthly)
 - Board Meetings (monthly)
 - Annual General Meeting (AGM) (annual)
 - Occasional 'away days'
- Accurately capture key discussions, decisions, and action points.
- Produce clear, concise, and well-structured minutes in a timely manner.

- Distribute minutes to relevant attendees and ensure proper filing.
- Maintain confidentiality of sensitive information.
- Work closely with the Company Secretary and other relevant staff to ensure accuracy and consistency.
- Ensure minutes are presented in a professional format.

Time Commitment:

- Approximately 4-6 hours of meeting time per month, plus additional time for agendas and minutes to be prepared and distributed.
- Meetings are typically held during weekdays, early evenings or occasionally on a Saturday.

Skills and Qualities:

- Excellent listening and comprehension skills.
- Strong written communication and grammar skills.
- Ability to accurately and concisely summarise discussions.
- Attention to detail and a high level of accuracy.
- Proficiency in using word processing software (e.g., Microsoft Word) and Google Drive.
- Ability to maintain confidentiality.
- Reliability and punctuality.
- An interest in community development and affordable housing.
- Ability to work independently.

Benefits of Volunteering:

- Contribute to a vital community organisation making a real difference in Oxfordshire.
- Gain valuable experience in minute-taking and organisational administration.
- Develop your communication and organisational skills.
- Become part of a friendly and dedicated team.
- Opportunity to learn about community-led housing initiatives.

To Apply:

Please submit a brief cover letter outlining your interest and relevant experience, along with your CV, to info@oclt.org.uk

We look forward to hearing from you!

March 2025

SW