

## DORIS BOUGHTON CHARITABLE TRUST – ADMINISTRATOR / SECRETARY

The Doris Boughton Charitable Trust is a local charity which provides financial support to former employees of the Automotive Products Companies and their dependants is looking for an Administrator/Secretary. This is a paid position for approx 20 hours per month working from home. Hours are fully flexible and the Charity is fully funded by investments and no fund-raising is required.

It would ideally suit (but is not essential) someone who has recently retired and feels that they have the ability to communicate with those who are in need of financial support and are usually themselves retired and frequently in difficult situations.

The key responsibilities are....

Maintaining contact with the 60 or so existing beneficiaries mainly by telephone and occasionally by home visit.

Supporting the quarterly Trustees meeting with agenda / minutes /reports regarding possible new beneficiaries.

Maintain confidential records regarding the beneficiaries.

Arrange quarterly payments to beneficiaries.

A DBS check would be required as you will often be making contact with vulnerable folk either by telephone or home visits.

If you are interested please contact me and further information will be provided followed by an initial telephone/zoom interview.

Keith Miles

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