



Sandbach United Football Club are looking for a Charity Administrator to help support the club to move forward now that it has become a Charity Incorporated Organisation. The role is a voluntary position reporting to the Trustees.

Job Purpose:

To ensure the smooth and efficient running of meetings, providing assistance and support to the board of trustees. To be responsible for legislative and regulatory requirements affecting the charity and its' activities including ensuring all actions are in line with the charities governing document.

Main Responsibilities:

- To liaise with the board of trustees to plan, arrange and produce agendas for CIO meetings including supporting papers and drafting the subsequent minutes.
- Circulate details of CIO meetings (time, location, agenda etc.) to committee members
- To ensure that all CIO meetings comply with the requirements of the governing document.
- To ensure the Football Club complies with charity law, regularity requirements of reporting and public accountability.
- Arranging and administrating CIO meetings in line with legal, and other regulatory requirements, and in accordance with the governing document.
- To update and maintain the governing document, in liaison with trustees, reviewing its appropriateness and monitoring that the charity's activities reflect the objectives set out in the governing document
- To ensure the smooth and efficient running of CIO meetings, aiding and support the trustees as and when required.
- Minute other committee meetings when required
- Accurately record decisions and actions in the minutes and report to the next CIO meeting progress of actions and the result of decisions
- To support the trustees in fulfilling their duties and responsibilities

