

## **Volunteer Secretary – London Armed Forces Network**

The London Armed Forces Network is seeking a committed and organised Volunteer Secretary to support its Steering Group. This is a fantastic opportunity to play a key role in strengthening the Network and supporting our work with the Armed Forces community.

### **About the role**

The Steering Group meets monthly and is responsible for organising quarterly hybrid meetings for the wider Network. The Secretary will provide essential support to ensure smooth running of both the Steering Group and the Network's quarterly events.

### **Key responsibilities include:**

- Organising and setting up hybrid meetings, including managing the technology.
- Assisting the Chair by co-ordinating the online/Team meetings
- Taking, preparing and circulating minutes for Steering Group meetings.
- Managing membership processes: enrolling new members into the system, sending welcome messages, and maintaining records.
- Monitoring and responding to emails sent to the Network.

### **Skills and qualities we are looking for:**

- Strong organisational and communication skills.
- Confidence with IT and online meeting platforms (e.g. MS Teams, Google Drive).
- Ability to take accurate notes and produce clear minutes.
- Reliable, proactive, and able to work independently.
- An interest in, or lived experience of, the Armed Forces community is desirable but not essential.

### **Commitment:**

- Attendance to monthly Steering Group meetings (online via Teams) to take and distribute minutes – *2 hour meetings + set up and minutes. Future meeting dates and times are agreed at the end of each meeting to suit the diaries for all.*
- Attend the quarterly hybrid meetings, storing, transporting and setting up tech equipment and supporting with the meeting presentations – *4 x Wednesday afternoons a year at various London venues 12:00 – 16:30 (this time includes setting up and clearing up either side of the meeting).*
- Some additional hours as required for admin and communications - *1 – 2 hours a week to monitor communications (flexible, can be done remotely).*

This role is voluntary, it may develop over time, and any changes will be mutually agreed. It offers a great opportunity to develop skills in governance, administration, and networking, while making a real difference to the Armed Forces community in London.

### **How to apply**

If you are interested, please send a short expression of interest outlining your relevant experience and motivation to [thrive@poppyfactory.org](mailto:thrive@poppyfactory.org)