



**INVITATION TO APPLY FOR THE POSITION OF  
BOARD MINUTES SECRETARY**

Dart Harbour are inviting applications to tender to provide excellent minute taking for Dart Harbour Board meetings.

The successful applicant will be able to demonstrate excellent note taking and minute production, can provide evidence of this activity and has a keen interest in Dart Harbour.

The position will be paid an agreed amount for each attendance at meetings to include travel expenses, time spent at the meetings and time spent transcribing notes into high quality minutes. A sum of £105 will be paid for each meeting (up to 10 meetings per year).

Applications should include a CV, supporting documents to demonstrate previous experience and a completed application with two referees who will be contacted to support your application.

A person specification and role profile are also provided below.

Please email [senior.administrator@dartharbour.org](mailto:senior.administrator@dartharbour.org) if you wish to discuss this application and you will be contacted direct.

Closing Date for applications by email to [senior.administrator@dartharbour.org](mailto:senior.administrator@dartharbour.org): **17 April 2020**



## APPLICATION FOR THE POSITION OF SELF EMPLOYED MINUTES SECRETARY

Personal Details	
Surname [Block Letters]      Mr/Mrs/Miss/Ms	First Names:
Address [Block Letters]	Telephone Numbers: Home: Work: Mobile: e-mail:
Are you related to any member or officer of this Authority? If so please give details:	Any dates that you will not be available for an online interview

References	
Names and addresses of two Referees – both referees should be able to provide evidence on your skills and character.	
Referee (1)      Telephone: Email:  Occupation:	Referee (2)      Telephone: Email:  Occupation:

**Education, Qualifications and Employment History**

**Secondary Education**

School Attended			Examinations Taken				
From	To	Name & Type	GCE, CSE, GCSE, etc.	Date	Level	Subject	Grade

**Further Education**

**Correspondence Courses, Commercial, Technical, University etc.**

From	To	Name & Institution	Course	Qualification Gained	Date

**Membership of Professional Bodies (show grade of membership with dates)**

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**Leisure Interests – clubs, societies (offices held), games, hobbies, etc.**

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**Medical History (details of serious illnesses, injuries & operations)**

Date	Details

### Employment History

From Mth/Yr	To Mth/Yr	Employers name, address and nature of business	Position held and brief description of duties	Salary and reason for leaving

### Supporting Documents

Please list and include in your application evidence of minutes/notes reproduced from your minute taking experience (these will be treated in the strictest confidence)

Have you at any time been convicted of any criminal offence?

Yes/No

If yes, please give details -

I declare that the information given in this application is true, and that I have not canvassed, either directly or indirectly, any member or officer of Dart Harbour and will not do so. Furthermore, I understand and acknowledge that should I knowingly make a false, incomplete or misleading statement my contract with Dart Harbour will be liable to termination by the Authority.

Signed \_\_\_\_\_ Date \_\_\_\_\_

### When Completed Please Return by email to:

Penny Johns (Senior Administrator)  
Senior.administrator@dartharbour.org

**Please add subject of - "SELF EMPLOYED MINUTES SECRETARY"**



Dart Harbour

## Person Specification Form

<b>Job title: Self Employed Minutes Secretary</b>	<b>April 2020</b>
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<b>CRITERIA</b>	<b>WHAT IS ESSENTIAL</b>	<b>METHOD OF ASSESSMENT</b> <i>(e.g. Application, Interview or Test)</i>
<b>PROFESSIONAL/ TECHNICAL COMPETENCE</b>	Excellent note taking skills and keyboard skills with appropriate qualification	Application
<b>MANAGEMENT/ SUPERVISORY SKILLS</b>	N/A	
<b>CUSTOMER SERVICE SKILLS</b>	Excellent communication and customer service skills	Interview
<b>INFORMATION TECHNOLOGY (I.T)</b>	Familiar with electronic documents, emails and use of computer Familiar with Zoom online minutes tool for some online meetings	Interview
<b>LITERACY/ NUMERACY</b>	Excellent literacy and numeracy required	Application, Interview and References
<b>TEAM WORK</b>	Ability to work with all levels within an organisation	Interview
<b>MOTIVATION</b>	Highly motivated and commitment to fulfil the role of Self Employed Minute Secretary	Interview and References
<b>MOBILITY/ TRAVEL</b>	Must have a full clean driving licence and car to attend Board meetings in Dartmouth and in other locations in the vicinity of the river Dart.	Application
<b>PHYSICAL/ PERSONAL MOBILITY</b>	Must be capable of sitting for a period of at least 3 hours	Interview

**USE OF THIS ROLE PROFILE**

This role profile will be used for the following purposes:

- A tool to assist in selection
- To clarify the tasks that need to be undertaken by a post-holder
- As a key document in Performance Management

<b>ROLE TITLE:</b> Self Employed Minutes Secretary	<b>REPORTS TO:</b> Board/Senior Administrator	<b>DATE OF PREPARATION:</b> April 2020
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<p><b>PRIMARY PURPOSE OF ROLE:</b></p> <p>To serve as the Minutes Secretary to the Dart Harbour board to generate accurate and timely minutes from scheduled Board meetings and any others that may be required at short notice. (up to 11 meetings per year).</p>
<p><b>REMUNERATION:</b></p> <p>A sum of £105 will be paid for each meeting attended, this sum to include attendance at the meeting, taking notes, producing minutes and circulating these as instructed.</p>
<p><b>KEY ACCOUNTABILITIES/RESPONSIBILITIES:</b></p> <p>4-8 single key result statements:</p> <p>The Minutes Secretary is responsible to the Senior Administrator for the delivery of accurate and timely minutes from Board meetings.</p> <p>Whereas the initial preparation for a meeting will be undertaken by Office staff, the Minutes secretary will be required to assist the Senior Administrator in preparing the room in advance of a meeting, ensuring copies of agendas and supporting papers are available (should they be needed) and welcoming Board members with a hot drink on their arrival. Ensuring the room is clear of all papers and washing up (if required) at the end of the meeting.</p> <p>The Minutes Secretary will take notes at the meeting and provide a draft of the minutes to the Senior Administrator within 48 hours of the conclusion of the meeting.</p> <p>The Minutes Secretary will be required to take some notes at virtual online meetings and be able to do this from home in light of the current Coronavirus pandemic.</p> <p>In the event that the 'In Committee' session requires a higher level of Confidentiality, the draft minutes for that section are to be forwarded to the Chairman within 48 hours of the conclusion of the meeting.</p>

**REQUIRED COMPETENCIES: (SKILLS OR ATTRIBUTES NEEDED TO UNDERTAKE ROLE COMPETENTLY)**

Self-discipline, a tidy mind and an ability to sustain personal concentration for an extended period, leading to the ability to listen to debate and extract the key elements for note taking.

A high level of integrity and the ability to keep a confidence.

**Continuous Improvement**

Develop a knowledge of Dart Harbour and, in particular, the operating practices of the Board members to improve understanding of the debates and the consequent drafting of the minutes

**Judgement and Decision Making**

Identifies and records relevant and sometimes conflicting information in order to create accurate minutes from a Board discussion.

**Achievement and Results Orientation**

Proactively seeks to ensure board minutes are produced promptly and within the agreed timescales.

**QUALIFICATIONS, SPECIFIC KNOWLEDGE OR EXPERIENCE REQUIRED**

GCSE or 'O' Level English Language

*Excellent keyboard skills, touch typing ideal*

*Administration qualifications*

*Previous experience of taking meeting minutes*

**Name**

Penny Johns (Senior Administrator)

James Dodd (Acting Chairman)