Trustee Vacancy: Honorary Secretary

The Ruth Hayman Trust

About us

For over 40 years, the Ruth Hayman Trust (RHT) has provided life-changing support to people coming to settle in the UK, mostly refugees and asylum seekers. By offering small grants for education and training, we help individuals take vital steps forward in their lives. From learning basic English to enabling professionals to requalify in their fields, our work is transformative. With no paid staff, RHT is entirely volunteer-run, meaning up to 99% of funds raised go directly to those in need.

If you're passionate about making a tangible difference in people's lives, we want to hear from you.

The Opportunity: Secretary

We are looking for a dynamic and proactive individual to join our trustee team as **Secretary**. This is a fantastic opportunity to:

- **Ensure the smooth running** of a small, dedicated charity.
- **Develop your skills** and grow into a leadership role while working closely with a dedicated team of trustees.

Role and Responsibilities

As Honorary Secretary, you will:

- **Be the first point of contact for enquiries:** monitoring in boxes, replying to simple queries and passing more complex questions to other trustees

- **Participate in trustee meetings:** Attend three full trustee group meetings annually (in person in London) and additional online meetings with either the fundraising or grants groups.
- **Take an active role in charity operations:** With no paid staff, trustees directly contribute to RHT's day-to-day activities, ensuring we meet our goals and make the best use of our resources.

What We're Looking For

We are seeking a trustee with the following qualities and experience:

Essential:

- A commitment to the aims and values of the Ruth Hayman Trust.
- Some administration experience.
- Experience of working or volunteering in a team.
- A good command of spoken and written English.
- Experience of arranging meetings and taking minutes.
- Basic IT knowledge - sending emails, keeping records, formulating documents, taking minutes of meetings, saving and filing all documentation.

Desirable:

- Knowledge of or interest in how charities function
- Experience of using Google Drive (or other online storage) for saving and maintaining documents, records and reports.
- Experience of education and/or work with refugees and asylum seekers.

What We Offer

- **A meaningful impact:** Help individuals rebuild their lives and futures.
- **Collaboration:** Work alongside a passionate team committed to making a difference.
- **Flexibility:** While active participation is essential, the role allows for a balance with your other commitments.

How to Apply

Are you ready to use your skills to help the Ruth Hayman Trust achieve its ambitious goals? If so, we would love to hear from you. Please send your CV and a short statement outlining your interest in the role and how you meet the criteria. One of the Trustees will then contact you for an informal discussion and to talk you through the next steps.