



A registered charity, number 1101169

A company limited by guarantee, 4544242

Honorary Secretary position for a gardeners' charity

About the Professional Gardeners' Trust

The Professional Gardeners' Trust (PGT) provides gardeners who could not otherwise afford it with the opportunity to acquire skills and gain qualifications. This enhances their careers and benefits the horticulture profession as a whole.

Job Description

An opportunity has arisen for an Honorary Secretary for this charitable organisation.

The ideal candidate will be organised, efficient and a good communicator. Ideally they will have held a similar position and will have knowledge and experience of good governance, particularly as regards to compliance and GDPR. Some knowledge of or interest in the horticultural industry would be beneficial.

The PGT is keen to expand the diversity of its trustees and officers and so welcomes applications from all backgrounds.

Key responsibilities:

- Preparing for board meetings & AGM and sending out papers in advance
- Taking meeting minutes
- Administration and compliance
- Preparing for and supporting other meetings, events and projects as necessary
- On boarding of new trustees
- Maintaining the register of trustees
- Being familiar with the charity's governing document, the legal responsibilities of charities under the Charities Act 2009 and the charity's internal governance rules
- Maintaining accurate records and keeping details up to date with Companies House & Charity Commission
- Sending signed Annual report & Accounts to Companies House
- Maintaining clear and accurate records on the Gdrive

Time commitment:

c8-9 days pa: inc 3 meetings (one or two usually via Zoom). Full job description available on request.

Closing date - 16 October 2023.

This is a non-remunerated role. Start date March/April 2024. **To apply, please send your CV and a brief cover letter to secretary@pgtrust.org**