



We have an opening for;

Administrative Secretary on the Operational Team at The Doula Association.

We are looking to find a proactive, enthusiastic administrator/secretary to join The Doula Association's Operational Team. We meet most weeks (3 per month) for an hour or so to talk about what we have achieved so far, and plan our to-do list to ensure we are moving forward, and developing an amazing organisation for our members.

You'll be involved, but not limited to the overall administrative function including the coordination and implementation of office procedures and will frequently have responsibility for specific projects and tasks.

We would like you to:

- Have a thorough understanding of the Associations Mission, values, and vision
- Have knowledge of basic Microsoft Office packages (word, excel etc)
- Manage the info@thedoulaassociation.org mailbox and respond to any requests for information etc
- Schedule and attend meetings, creating agendas and take minutes
- Working with the CEO and BUs Ops Manager to manage the succession plan of the organisation including setting up interviews and managing the ongoing application process for roles within the association
- Generate monthly reports from The Doula Directory and send these to the Ambassador leads to ensure mailing lists are up to date
- Email members with updates and information as and when required

Are you good at:

- Working both in a team and remotely
- Giving attention to detail
- Organising data
- Communication – both written and verbal
- Spreadsheet management
- Problem solving
- Key stakeholder engagement

Key to this role

Successfully Administrative Secretaries are energetic, detail-oriented individuals who are just as adept at interpersonal interactions as they are at processing and analysing

data. They possess a high degree of professionalism, and never fail to be as courteous and confidential as possible. We need someone proactive who can identify opportunities to assist the CEO in the day to day running of the organisation.

Predicted hours

2-3 hours per week + attendance at Operational Team meetings

Reapplication schedule

It is anticipated that this role will last 12-18 months. You will have an opportunity to reapply for the role should you wish to. If you don't wish to reapply, once a successor is identified there will be a 2-3 month handover.

Remuneration

In return for the work that the Administrative Secretary will be doing, they will receive free membership to The Doula Association for the time that they are in the role. Expenses will also be considered and should be agreed beforehand.

Please complete this form and we'll be in touch <https://forms.office.com/r/nP9vL9G1ff>