



# ZIMBABWE VICTIMS' SUPPORT FUND

(Charity no: 1145569)

## JOB DESCRIPTION: Minute Secretary

### Background

Zimbabwe Victims' Support Fund is a UK-registered charity and relief organisation, founded in 2002, for the support of some of the most vulnerable and disadvantaged people in the Matabeleland region of Zimbabwe. We support people through relief feeding, provision of seed maize (for planting) and sponsorship of specific self-help projects such as a community garden in 2023.

We have an annual income of approximately £70,000 comprised of donations from churches and both regular and one-off individual donations. More information about the charity and our current team can be found here:

<https://www.zimbabwevictimssupportfund.org/about>

The UK Board of Trustees comprises four individuals, currently a Chair, Secretary, Media and Communications Officer and one further trustee. The Treasurer is not currently on the Board. We are supported by a strong team working on the ground from Bulawayo, Zimbabwe.

### Role

We are looking to fill the position of Minute Secretary to support our Board of Trustees. Working closely with the Trustees and Zimbabwe team, the Minute Secretary plays a key role in supporting the smooth running of the charity by accurately recording the minutes of meetings and ensuring they are distributed in a timely manner. This voluntary role helps maintain good communication and clear records for the organisation.

#### Key Responsibilities:

- Attend trustee meetings (see time commitment below)
- Take accurate and clear minutes during meetings
- Type up and distribute minutes to relevant members within an agreed timeframe
- Keep a record of past minutes and ensure they are stored safely and accessibly
- Support the Chair in preparing agendas, if required

#### Skills & Qualities:

- Good written communication and organisational skills
- Reliable and able to maintain confidentiality
- Attention to detail
- Comfortable using email, basic word processing tools and video conferencing with support (currently Google Meet)

ZVSF is a Christ-centered Charity and it is a requirement for Trustees and volunteers to have a sincere acceptance, understanding and practice of the Christian faith.



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### **Time requirement**

The role will require a time commitment of an average of 3-5 hours across each month, with more time required in some months than others.

We hold three Trustee meetings per year, averaging two to three hours in length, and currently taking place in February, June and November. Two of these are held remotely via Zoom, with the third in person (currently held in Woking, Surrey). Remote participation in the third Trustee meeting would be possible depending on geographical location. There are occasional, shorter Zoom meetings to consult on urgent matters.

### **Next steps**

If you feel able to contribute to our vital work in Zimbabwe, we would welcome an informal conversation with one of our Trustees. Please email us to register your interest: [zimvsf@gmail.com](mailto:zimvsf@gmail.com)