

## Catholic Women's League of England and Wales

### Job Description

#### Job Title: National Secretary

**Organisation:** Catholic Women's League

**Hours:** 10 hours per week (flexibility required to meet organisational needs)

**Location:** Home-based, with occasional travel and attendance at residential meetings

### Role Overview

The National Secretary provides administrative, communication, and governance support to the Catholic Women's League at a national level. The role supports members, national officers and external contacts, ensuring the effective administration of the organisation in accordance with its Constitution, charity law, and relevant governance requirements. The role is primarily home-based but requires flexibility, including occasional travel and attendance at residential meetings.

### Key Responsibilities

- Act as a central point of contact for the organisation, responding to email, telephone, and written enquiries from members and external organisations in a professional and timely manner
- Manage national correspondence, including drafting letters and formal communications
- Arrange and book online meetings and residential accommodation for meetings and events
- Maintain accurate organisational records in line with GDPR and data protection policies
- Support good governance by monitoring and advising on compliance with:
  - The Catholic Women's League Constitution
  - Charity law and Charitable Incorporated Organisation (CIO) requirements
- Maintain orderly records of meetings, decisions, and governance matters
- Prepare and arrange liturgy for meetings and events in accordance with the teachings and practice of the Catholic Church
- Support national officers in the smooth running of meetings and organisational activities

### Person Specification

#### Essential Criteria

- Strong administrative and organisational skills, with attention to detail
- High level of computer literacy, including email, word processing and online meeting platforms
- Excellent written communication skills, including formal letter writing
- Ability to manage confidential and sensitive information in line with GDPR requirements

- Understanding of governance responsibilities and the ability to support compliance with constitutional and charity law obligations
- Ability to work independently and manage time effectively in a home-working environment
- Flexibility to work occasional additional hours and attend meetings, including residential meetings (normally one per year)
- Ability to prepare and arrange liturgy consistent with the teachings, structure, and practice of the Catholic Church, where required for organisational events

### **Desirable Criteria**

- Practising Catholic, or demonstrable understanding of and commitment to the ethos, mission, and values of the Catholic Church
- Experience of the Catholic Women's League or a similar Catholic, charitable, or membership-based organisation
- Knowledge of Charitable Incorporated Organisation (CIO) governance
- Experience updating website content and creating/managing social media posts
- Previous experience in a senior administrative, secretarial, or governance-support role

### **Equality, Diversity and Inclusion Statement**

The Catholic Women's League is committed to equality, diversity, and inclusion and welcomes applications from all sections of the community. Any requirements relating to faith or religious practice are included only where they represent a genuine occupational requirement in accordance with the Equality Act 2010.

### **Additional Information**

- This role is offered on a part-time basis of 10 hours per week, with flexibility required around key meetings and organisational deadlines
- Occasional travel and attendance at residential meetings will be required, with reasonable notice provided wherever possible
- The role involves handling sensitive and confidential information and requires a high level of discretion

**Salary:** £28,000 per annum (full-time equivalent)

**Paid leave:** 25 days per annum

### **Application process**

The deadline for applications is **Friday 20<sup>th</sup> February at 23.59**. Please submit a covering letter of up to 500 words, explaining how you feel you meet the criteria, and a CV to [siobhan.garibaldi@ntlworld.com](mailto:siobhan.garibaldi@ntlworld.com).

**Interviews** will take place w/c 23<sup>rd</sup> February and will be online.