



The Friends of White Hall Centre

Trustees Vacancy - Membership Secretary

The Friends of White Hall is a fairly new charity set up to support White Hall Outdoor Education Centre. White Hall is one of the country's leading Outdoor Education Centres. Situated in a stunning location in the beautiful Peak District National Park, White Hall has given thousands of children unforgettable learning experiences since it opened over seventy years ago in 1951 as Britain's first Local Education Authority Outdoor Centre. Find out more about White Hall Centre here <https://whitehall.derbyshire-outdoors.org/>

To ensure the centre can continue for at least the next seventy years the Friends of White Hall will raise awareness and funds to support the centre's aim to offer every child in Derbyshire the skills they need to enjoy outdoor pursuits and feel safe and confident in our countryside. We aim to help children from all backgrounds and ability to enjoy the great outdoors. Over the years, the experience at White Hall Centre has been instrumental in the lives of children and helped them build confidence and self-belief

What you will be doing

We are looking for Trustees with a keen interest in promoting outdoor education and improving the lives of children in Derbyshire.

The Membership Secretary will be the first point of contact for anyone interested in joining the Friends of Whitehall, and will manage contact and engagement with members. The holder of this role will also lead on the good governance of the charity, organising and recording board meetings and decisions, submitting annual returns and the development of the board's role and capacity.

As with all our Trustees we are looking for someone with a keen interest in promoting outdoor education, prepared to support the Chair and Board in every aspect of developing and growing the Friends of White Hall.

You will be required to prepare for and attend at least three Board meetings per year plus the AGM, providing information and agendas to Board members informed about the meetings, and supporting the Chair at meetings. These meetings are nearly always held via Microsoft Teams for convenience. The membership secretary will take notes and ensure they reflect the meeting accurately by submitting to the Board for agreement.

The estimated time commitment is a minimum of a day a month but may be more at times if there are special events.

What are we looking for?

Personal qualities

- passion and commitment to outdoor education for all and the vision, mission and strategic objectives of Friends of White Hall
- strong communications and interpersonal skills and the capability to build and maintain networks and relationships
- tact and diplomacy - ability to listen and engage effectively and defuse tensions
- self-motivated and able to work independently
- ability to actively support the Chair at meetings, promoting a collaborative team environment, and to challenge Trustees appropriately
- ability to commit time flexibly

Experience, knowledge and skills

- experience of organising others, in a professional or voluntary environment
- possible experience of external representation, such as delivering presentations, would be an advantage
- experience of organising meetings
- experience of charity or other professional governance and/or working with a Board would be an advantage

Knowledge of, or a commitment to develop a good understanding of, charity governance issues.

What difference will you make?

The current economic reality means County Council funding is severely restricted, and White Hall is required by the Council to be self-financing. To continue as one of the country's leading outdoor centres White Hall needs to do more than cover its day to day costs. It has to develop, offering more accessible courses and accommodation, and providing equipment and expertise appropriate to the 21st century. Without fundraising and support from the Friends of White Hall this won't happen. So the trustees are essential to enable us to achieve our goals. The membership secretary will play a key role in making this happen, leading on developing and maintaining Charity membership and supporting the Chair to ensure the smooth and effective running of the Board of Trustees.

What's in it for the volunteer?

You'll have the opportunity to make a positive difference to outdoor education in Derbyshire. At the same time this is a chance to develop skills and experience, grow your network and learn from a diverse group of volunteers and professional staff.

Travel and other expenses will be reimbursed.

A few more details

Please contact us to discuss the role informally, initially with the Centre Manager Dan Riley (email dan.riley@derbyshire.gov.uk)

How to apply

Once you have discussed the role, please send a CV and a cover letter highlighting how your relevant experience and skills meet our needs (max 500 words).

Process

Applications will be reviewed by a panel of at least 2 trustees and a staff member from the White Hall as quickly as possible. Shortlisted candidates will be invited for an informal interview and tour of White Hall Centre.
