



January 2025

Dear Applicant,

A fantastic opportunity has arisen for an Honorary Secretary's role for the Catholic Deaf Association (CDA). The applicant must be a Roman Catholic and a member of the Catholic Deaf Association. The role is voluntary.

As a CDA Honorary Secretary, you will report directly to the Chairperson in providing an outstanding support to manage all matters of administration. You will liaise with the Trustees and the Honorary Treasurer.

This is an exciting role in maintaining high standards, the duties and responsibilities includes keeping accurate records and database through tracking and monitoring progress for the CDA.

The CDA is committed in promoting the Education, Training, Spiritual, Social and General Welfare for Catholic D/deaf, Hard of Hearing and Deafblind People throughout England, Ireland, Scotland and Wales.

As a Secretary, you should have:

- GCSE A* - C (9-4) in English and Maths or equivalent.
- BSL/ISL Level 2 or 3.
- Previous experience in an administrative role.
- Use of Microsoft Word, Excel, PowerPoint, Outlook and databases.

If you have the skills and experience, we are looking for, we'd love to hear from you.

The CDA is committed to safeguarding of D/deaf Catholics is upheld at all times and the role will be subject to Enhanced Disclosure from the DBS. If you are currently living overseas or have lived / worked overseas in the last five years, please be aware that you will be required to provide an overseas criminal record check from the country/countries you have worked/resided in. Further details of how to obtain the additional check is here: Criminal records checks for overseas applicants - GOV.UK (www.gov.uk).

You will need to provide two references.

Closing date:

Please email your application form to Joselyn Taylor at chair@catholicdeaf.org.uk.