



Job Title:	Secretary
Reports to:	Chairperson

Overall purpose:

The CDA secretary will provide outstanding support to manage all matters of administration within their remit successfully.

Job Role:

This is a voluntary position, therefore unpaid. The applicant must be a Roman Catholic and a member of the Catholic Deaf Association (CDA). If not a member, become a CDA member and renew membership each year.

Duties and responsibilities:

- Keep accurate and up-to-date database of Members of the Association.
- Ensure all decisions and resolutions of the Council of the Association are carried out.
- Ensure agenda are sent out and type up minutes taken from the Zoom recording which is held once a month.
- Ensure venues are booked for face-to-face meetings and the minutes are typed up as the secretary will attend Council meetings at least once or twice a year.
- Organise and book annual AGM and prior to the AGM, send relevant papers to all members within the time scale.
- Where it is relevant, the secretary will liaise with the committee's appointed by the Council who organises CDA Conference, Walsingham Pilgrimage, and other events such as Retreats and Pilgrimages to Lourdes, Fatima, Medjugorje etc.
- Receive email enquiries such as how to prepare deaf child(ren) for their First Holy Communion/confirmation/confession and how to find and book a sign language interpreter for deaf child(ren), weddings, funerals; how to learn/practice Liturgical signs in BSL/ISL, requesting resources such as Roman Missal, DVDs etc. This is while respecting the autonomy of each diocese, the post holder will make available, the services and resources of the Association.

- To collate all the news, events and photos and sends them to the Website designer or whoever maintains the site; as well as updating the Directory.
- Sends regular newsletters via MailChimp to all listed in our database and keep them informed of news and events.
- To ensure the Association is GDPR compliant and the database (names and addresses of members) is kept secure and confidential.
- Work with the treasurer to ensure each member is paid accordingly and records such as invoices and receipts are kept safe.
- To engage positively with the Chair and keep the Chair informed and up to date as to the affairs of the CDA, and that the secretary receives authority from the Chair before conducting in any businesses relating to the Council and/or the Association.

Person Specification		
Please ensure you note in your application form how you meet the criteria below. This is used for shortlisting purposes	Essential or Desirable	Application (A) Interview (I)
Education, Training, Qualifications		
GCSE A* - C (9-4) in English or equivalent	Essential	Application/Interview
GCSE A* - C (9-4) in Maths or equivalent	Essential	Application/Interview
BSL/ISL Level 2	Essential	Application/Interview
BSL/ISL Level 3	Desirable	Application/Interview

Experience / Knowledge		
Previous experience in an administrative role	Desirable	Application/Interview
Use of Microsoft Word, Excel, PowerPoint, Outlook and databases	Essential	Application/Interview

Skills and Competencies		
Competent in the use of technology	Essential	Application/Interview
Time management skills, organisational skills and the ability to meet tight deadlines	Essential	Interview
The ability to form and maintain appropriate relationships and personal boundaries	Essential	Interview
Ability to work alone and as part of a team with good interpersonal skills	Essential	Interview

Attributes		
Flexible approach and adaptable to change	Essential	Application/Interview
Friendly and professional approach	Essential	Interview
A commitment to the promotion of equality, Diversity and Inclusion	Essential	Interview