



Volunteer Secretary

WATSAN, a UK charity dedicated to the support of a water and sanitation programme in South–West Uganda, is seeking a new volunteer Secretary to join the Board of Trustees, and help the charity carry out its life–saving work.

The role

The Secretary will be the trustee responsible for maintaining communication between the trustees, our Patron, and our Ugandan team based in Rukungiri, SW Uganda. This is an entirely voluntary role that will include, but not necessarily be confined to, the follow principal components:

- Liaising as necessary with the Chair and other Trustees
- In conjunction with the Chair, preparing and emailing agendas for a minimum of four Trustees' meetings annually, held quarterly, two of which are currently virtual and two in person, usually an all–day meeting in Oxfordshire
- Attending, minuting and distributing draft minutes of the above meetings to Trustees for correction and comment, and sending corrected copies (as agreed with the Chair) to our Patron, Ugandan Field Director and two Ugandan bishops
- Assisting with preparation for fundraising events and attending where possible (usually two or three annually)
- Receiving occasional donations, contents of collection boxes etc. and sending on to the Treasurer
- Maintaining contact with our 300–plus supporters, most of whom receive our occasional communications online, plus occasional postal and/or telephone contact with those who are not online
- Assisting the Chair and IT/comms specialist trustee in preparing material for the website and annual report
- Maintaining a filing system for reports, minutes and communications.

Personal attributes

Our new Secretary will need to be wholly in sympathy with our values as set out above and with all aspects of our Mission, Vision and Values. He or she will be a good team player who will enjoy working with a friendly team of trustees and with our supporters. He or she will have a sound grasp of English, good communication skills and good computer literacy. An outgoing personality, who would enjoy meeting new people and welcoming visitors from Uganda would be advantageous. Discretion to maintain appropriate confidentiality is essential, while patience and a sense of humour would be helpful assets!

About us

Thanks to WATSAN's work, people in rural communities have access to life–saving clean water and hygienic toilet facilities. Since 2003, WATSAN Uganda: UK Support has been raising funds from voluntary sources in order to work in partnership with a separately constituted Ugandan delivery team, which incurs project and running costs. The UK charity, which employs no staff, has an annual turnover of up to £100,000, including regular donations, grant receipts and sponsorship from our big event the Walk for Water every other year.

Our values

WATSAN believes that accessible safe water, improved sanitation and hygiene education should be available to all, and seeks to embody the Christian values of compassion, fairness, integrity, transparency and trustworthiness. Led by the example of Christ, we seek to work in partnership for the common good.

More details of our Mission, Vision and Values, our Patron and Trustees, our Ugandan partners, and the projects that they undertake may be found on our website, www.watsanuganda.org.

WATSAN Uganda: UK Support, Registered charity number 1123803

How to apply

If you are interested in finding out more about this opportunity, please contact WATSAN's Chair Ian Bensted at hello@watsanuganda.org or on 01865 820896.

