

Beatrice Moray Community Fund Panel

Secretariat Job Advert

The Beatrice Community Fund in Moray is currently open for applications from community groups or charities with projects in the community council areas of Buckie and District, Keith, Lennox and Strathisla. The decisions on these applications will be taken by the local fund panel who will meet up to three times a year over the next five years to consider applications.

This panel requires a Secretariat to provide administrative support, and the Secretariat will be required to attend these meetings which will take place in the evening. The Secretariat will broadly be responsible for the following:

- Booking venues for the meetings
- Circulating papers to the panel ahead of the meetings
- Taking minutes
- Maintaining up to date contact details for panel members

If you are interested in applying for this role, please contact Marianne Townsley for an application form and job specification using the contact details below:

Marianne Townsley
Community Fund Manager
marianne.townsley@sse.com

The closing date for applications is 5pm on Tuesday 31 October 2017.