

**Appointment of Freelance General Secretary to
The British Society for Mental Health and Deafness (BSMHD)**

The British Society for Mental Health and Deafness seek to appoint a Freelance General Secretary to carry out the day to day business of the Charity (number 1057135). See www.bsmhd.org.uk/aboutus for aims & objectives of the Society.

Although the duties are wide ranging, the main duties are:

- Promote membership & maintain database of Members
- Comply with Charity Commission regulations and reporting requirements also GDPR requirements
- Maintain record of Minutes of meetings and register of Trustees
- Produce monthly update to Trustees
- Maintain Financial records including issuing invoices & banking cheques
- Maintain websites (www.bsmhd.org.uk) & other social media sites (Facebook, Twitter)
- Keep members informed of BSMHD activities, job vacancies and other appropriate activities in the sector
- Promote BSMHD activities to appropriate audiences
- Make grant applications
- Organise conferences & seminars
- Attend meetings on behalf of the Society
- Seek opportunities to influence Government and Mental Health policy

Suitable candidates need to have some knowledge & experience of;

- High level of British Sign Language (BSL) skills
- Understanding of mental health issues in Deaf populations
- Working from home
- Excellent administrative and organisational skills
- Microsoft Office programmes
- Financial databases
- Local & Regional Government and other organisational grants
- Good negotiation skills
- Have own transport
- Awareness of legislation

As the post is on a Freelance basis, candidates need to be registered as self-employed with HMRC (or are willing to become registered).

The average number of hours per week at present (we have a Big Lottery grant for Wales until 31st December 2019) is between 6 and 20.

Daily fees will be negotiated with the BSMHD Trustees.

In addition to the daily fees, the following will be covered; Travel expenses, accommodation, postage, stationery, equipment required exclusively for BSMHD and any additional duties requested by BSMHD will be charged for at an agreed rate.

All payments will be made by means of monthly invoice.

The appointment will probably commence in February/March 2019.

Interested applicants are invited to submit their CV (no more than 2 sides of an A4 please) along with their daily fees. **Closing date is Wednesday 28th November 2018.**

For further information please contact the General Secretary, Roger Hewitt on 07766913449
(TEXT ONLY) or Email info@bsmhd.org.uk