



## Secretary (volunteer)

### About PCD Support UK

PCD Support UK is a charity which supports those with Primary Ciliary Dyskinesia (PCD). PCD is a rare genetic disorder affecting approximately 1 in 15,000 in the UK. PCD Support UK is here for those affected by PCD, we talk about PCD as widely as possible, and we champion research to improve its diagnosis, management, and treatment.

### Our Mission

At PCD Support UK, we:

- Support to people who have PCD, or are suspected of having PCD and their carers
- Bring PCD to the attention of the medical community
- Provide an up-to-date information service
- Raise awareness of research to aid diagnosis and treatment of patients with PCD
- Work with the NHS and other bodies to ensure patients have access to diagnostic services and on-going care
- Fundraise to support the above activities

Find out more about PCD and our charity on our website: [www.pcdsupport.org.uk](http://www.pcdsupport.org.uk)

### The Role: Secretary

We are looking for a highly organised individual with a keen attention to detail to fulfil the role of Secretary on our Management Committee. This role is fully remote.

Responsibilities include:

- Arranging committee meetings (sourcing members' availability, scheduling meeting on Zoom or other videoconferencing software)
- Recording the minutes of committee meetings

- Scheduling
- General ad-hoc administrative tasks

### **Person Specification**

#### ***Essential***

- Highly organised with excellent attention to detail
- Confident using Zoom, Microsoft Office, MS Teams
- Available to volunteer approximately 2 hours per week
- Confident with working remotely and via email
- Good communication and interpersonal skills
- Good time keeping

#### ***Desirable***

- Previous administrative experience (including taking minutes)
- Working knowledge of GDPR
- Knowledge or awareness of PCD

### **TO APPLY**

Please send your CV and Cover Letter to [chair@pcdsupport.org.uk](mailto:chair@pcdsupport.org.uk) .

**CLOSING DATE: 5pm, Friday 20<sup>th</sup> May 2022.**