

Volunteer Trustee Opportunity:

Committee Secretary, Friends of Kings Park

Are you organised, interested in local green spaces, and curious about charity administration? Friends of Kings Park is seeking a volunteer Secretary to join our friendly and dedicated management committee.

This is a fantastic opportunity to get involved in a local charity, contribute to your community, and develop valuable skills in administration, governance and leadership. Full handover and training will be provided by the current Secretary and other committee members.

Who are we?

The Friends of Kings Park is a small, charitable organisation formed to improve the Kings Park public park in Stirling. We have our own projects and work in partnership with Stirling Council, local schools and other voluntary groups to make the park more attractive, sustainable, accessible and safer for all who use it.

We operate with a small committee of Stirling area residents. The Secretary works closely with the Chair and the Treasurer and has a central role in organising the committee business and linking with the wider membership.

About the Role

As Secretary, you'll play a key role in keeping the organisation running smoothly. You'll support communication, help coordinate meetings, and ensure the committee stays organised and effective. This will include:

- Managing and responding to the organisation's email inbox
- Supporting communication with members, partners, and the public
- Preparing meeting agendas in collaboration with the Chair
- Taking and distributing minutes for committee and AGM meetings
- Circulating newsletters and key updates as directed by the Chair.
- Supporting membership enquiries and volunteer communication
- Helping maintain organised records and documentation
- Act as a trustee for Friends of Kings Park

Who We're Looking For

Charity and administration experience is not necessary, but we would like our next Secretary to have:

- Interest in Kings Park and local communities
- Strong writing and communication skills
- Good organisation and attention to detail
- Reliability and a willingness to learn
- Basic digital skills (email, documents, etc.)

We welcome applications from all age groups (including students) and professional backgrounds.

What You'll Gain

- Experience as a charity trustee and board member, including governance, compliance and leadership
- Insight into how community organisations operate and form partnerships with local government and funders
- Practical administrative and project management skills
- Great experience for those interested in administrative, project management, or executive assistant roles
- A chance to make a real difference in your local community

Time Commitment

Flexible and manageable: **on average one hour per week**. We have bimonthly committee meetings between 6:30pm and 8:30pm in central Stirling. The weeks before and after the committee meetings will require slightly more time commitment, approximately 2 hours per week.

We would need the Secretary to attend the committee meetings in person, but all other tasks can be completed from home.

Ideally, the Secretary will engage in person with volunteers during different activities.

Interested?

We'd love to hear from you! Whether you're looking to build experience, give back to your community, or try something new, this role offers a supportive way to get involved.

For further information, email us at fokpstirling@outlook.com