

GAY OUTDOOR CLUB

Job Description

Partnership Officer

Introduction

The post holder is usually a trustee and member of the Board - this is desirable but not essential. The Charities Act defines charity trustees as the people responsible under the charities governing document for controlling the administration and management of the charity.

1. Aim

Under the Charities law, the Board of Trustees holds the ultimate responsibility for directing the affairs of the Gay Outdoor Club and ensuring that it is solvent, well run and delivering the charitable outcomes for which it has been set up. This document seeks to define the key responsibilities of the trustees and provide clarity on the personal skill and experience required to successfully fulfil the role.

2. Associated Documents

This Job Description and person specification should be read alongside the Articles of Association.

3. Job Description

3.1 To maintain and expand GOC's relationships with associated clubs, groups and other organisations for mutual support in promoting and providing outdoor activities for everyone in the LGBTQI community

3.2 To encourage and support event leaders, group co-ordinators, committee members and other volunteers of the club to benefit from working in partnership with other relevant groups, clubs or other organisations.

3.3 To maintain the relevant page(s) of the GOC website.

4. Person Specification

The person needs to be a competent administrator, ideally able to regularly attend the Annual Outdoor Gathering at which the AGM is always held. They must have an open, friendly and welcoming approach and be polite at all times, even when dealing with a difficult situation, and be able to work with other trustees to fulfil the aims and objectives of the Gay Outdoor Club.

5. General Qualities

Need to be a good communicator and collaborator, adept at relationship building.

6. Specific Skill and Experience

May have had some experience in marketing.

7. Appointment and Resignation

Trustees are usually elected each year at the AGM as per the Articles of Association. Although there is usually space on the board for members to be co-opted onto the board, these are generally used for securing individuals with skills and experience in fields required at the time. All trustees' terms of office are for one year only, and expire at the AGM. Existing trustees can offer themselves up for re-election each subsequent year, provided that they are sponsored as per the Articles of Association. Office holders who are not trustees are appointed by the board. Trustees and other office holders may resign at any time.

31/05/2023

Version 1.0

To be reviewed and updated as appropriate from time to time, with the input of candidates and/or post-holders.