



Wooden Spoon

The children's charity of rugby

Secretary

Wooden Spoon Region

Voluntary Role (Principle Officer)

Changing the lives of disadvantaged and disabled children and young people

As Secretary, you ensure effective two-way communication of information with internal and external stakeholders across your Region and with the Wooden Spoon National Team.

What you'll get out of it

You'll help change the lives of disabled and disadvantaged children and young people. You'll use and develop your communication and organisation skills. You'll grow your network in rugby and your local community.

Ideally, you'll need to be

- Confident and good at communicating face to face, over the phone and with technology
- Skilled at administration procedures
- Well-organised and conscientious
- Able and willing to work as part of a team; directing enquiries to the most appropriate person
- Familiar with (or willing to learn about) the vision, mission, values and processes of Wooden Spoon

What you'll do

- Act as a point of contact for correspondence and enquiries regarding Wooden Spoon in the Region.
- Look after general administration
- Keep relevant records including decisions made by the Regional Team.
- Facilitate two-way communication within the Regional Team and with the National Office.
- Work with the Chair to organise meetings and ensure team members and relevant members of the Wooden Spoon National Team are invited.
- Represent Wooden Spoon at events within the Region.
- Participate in Wooden Spoon's National Annual Conference (where possible to attend).

How much time it will take up

- The commitment will vary depending on the activity of the Region and the team.
- An estimate of 2-6 hours a week

What support you'll have

- Regional volunteers operate as a team, collaborate and support each other, under the leadership of the Regional Chair.
- All new Wooden Spoon volunteers are guided through a National online induction programme.
- You will be supported by the Regional Executive, at Wooden Spoon's National Office in Fleet.
- You will be given access to the Wooden Spoon Handbook which is an operational guide for Regional chairs and team members.
- It is expected that reasonable out of pocket expenses will be reimbursed by the Region by prior agreement with the Chair and Treasurer.

Who can apply to volunteer

- You'll be at least 18 years old.
- We will ask you for references and to complete an enhanced DBS check.
- You will be able to undertake this voluntary role from your home base and will need to be able to travel to and across your Wooden Spoon Region.
- All Regional volunteers are ambassadors for the vision mission and values of our charity.
- We expect volunteers to adhere to the Wooden Spoon Volunteers' Charter at all times.

Background

Wooden Spoon is the **children's charity of rugby**, funding life-changing projects to support disadvantaged and disabled children and young people.

Since our founding in 1983, we have distributed in excess of **£25 million** to more than **700 projects**, helping over **1 million** disabled and disadvantaged children.

Our rugby heritage gives us our core values of **passion, integrity, teamwork** and **fun**, which drive everything we do.

Our Vision is that every child and young person, no matter what their background has access to the same opportunities. **Our Mission** is to positively transform the lives of children and young people with a disability or facing disadvantage across the UK and Ireland.

Our roots lie in rugby and our future is shaped by it. The sport provides us with a purpose in making a positive difference **changing children's lives** through the **power of rugby**.

Wooden Spoon **Regional Teams** are at the heart of our charity and are vital to promoting our cause. Our Regional teams serve the needs of disadvantaged and disabled children and young people by **raising** and **investing** money locally.