



# OXPIP

Oxford Parent  
Infant Project

## Minute Taker (Board of Trustees)

### Job Description

<b>Role Title:</b>	Minute Taker (Board of Trustees)
<b>Location:</b>	Kidlington, Oxfordshire
<b>Base:</b>	Meetings usually take place at the OXPIP office or nearby
<b>Responsible to:</b>	Dr Karen Bateson, Joint CEO, Executive Director
<b>Liaison with:</b>	Clinical Director and Chair of Trustees
<b>Main Purpose of the Role:</b>	To attend the Board of Trustee meetings in person four times a year to take contemporaneous notes and type up minutes.
<b>Main Activities:</b>	<p>The successful candidate will be expected to attend Board of Trustee meetings in person, in Kidlington, Oxford. In 2024 the provisional dates are:</p> <p>20<sup>th</sup> June 1-3pm 26<sup>th</sup> September 1-3pm 12<sup>th</sup> December 1-4.30pm (Trustee meeting and AGM)</p> <p>Attendance at the meetings should last around 2 hours during which the Minute Taker will be expected to take detailed minutes and action points.</p> <p>Following the meeting, you will be required to transcribe the minutes into the set format provided, and submit them to the Executive Director within one week.</p> <p>The role reports to Dr Karen Bateson, Joint CEO, Executive Director</p>
<b>Hours &amp; Pay</b>	Attendance at each face-to-face meeting is two hours, plus two hours per meeting to type up the minutes (4 hours per meeting @£15/hr, usually 4 meetings a year).

**Other:**

Please note, this role is a self-employed/freelance role and the post holder will be paid via invoice.

Due to the sensitive content discussed in OXPIP Trustee Meetings, we cannot employ anyone already known to a member of paid staff.

<b>Requirements</b>	<b>Essential / Desirable</b>	<b>Method of Assessment</b>
<b>Qualifications</b>		
Relevant administrative qualification or training	Desirable	Application
<b>Experience</b>		
Previous experience of minute taking in a professional environment	Essential	Application/ Interview
<b>Skills, knowledge and competencies</b>		
Good ICT skills, including word processing and email	Essential	Application/ Interview
Excellent concentration and listening skills	Essential	Application/ Interview
Strong written communication skills	Essential	Application/ Interview
A professional and organised approach, with the ability to manage work under pressure and to clear deadlines	Essential	Application/ Interview
Punctuality and excellent time management skills	Essential	Interview
Flexible, adaptable and able to use own initiative	Desirable	Application/ Interview
Numerate, accurate and a high level of attention to detail	Essential	Application/ Interview
Able to maintain confidentiality and work with discretion and tact	Essential	Application/ Interview
Warm, friendly and empathetic, with good conflict resolution and interpersonal skills	Essential	Interview
<b>Other</b>		
Able to work as part of a team	Essential	Application/ Interview
Own laptop/computer	Essential	Application/ Interview

