

Secretary / Trustee – Living Stones Educational Trust

Are you passionate about making a difference in the lives of children and families in inner city Manchester? Living Stones Educational Trust is seeking a committed and detail-oriented **Secretary / Trustee** to join our team and help steward our mission and resources.

About Us:

Living Stones Educational Trust partners with local Churches to share the love of God by supporting children, families and schools in Newton Heath, working holistically to help raise educational attainment and resilience. This is done through various activities in the community and local schools; after school Homework Club and Stay & Play sessions, family trips out, 1-1 coaching, Y6/7 transition support, class workshops, board games clubs, collective worship and community events.

The Role

Key Responsibilities

- Maintain board records and ensure timely filing of governance documents
- Support scheduling of meetings, preparation of agendas, and accurate minutes
- Promote strong governance and compliance with charity regulations
- Contribute actively to board discussions, prayer, and decision-making

About You

We're looking for someone who:

- A practising Christian supportive of the charity's vision and Statement of Faith
- Strong organisational and communication skills
- Experience in administration or governance is beneficial but not essential
- Able to commit to attending trustee meetings (approx. 4–6 per year)
- Has an awareness/understanding of the needs of families in deprived areas of the UK - particularly in the area of education and Special Educational Needs

What We Offer

- The opportunity to use your gifts to serve God's Kingdom and make a tangible difference in lives of children and families in inner city Manchester.
- The opportunity to play a pivotal role in shaping the future of a growing Christian charity.
- Fellowship with a dedicated and faith-driven team of trustees.
- The satisfaction of using your leadership gifts to serve God's Kingdom and bless others through the work of LSET.
- Opportunity to gain training and experience in charity governance.

Volunteer Opportunity Charity Trustees
Living Stones Educational Trust

Safeguarding:

LSET is committed to safeguarding and promoting the welfare of children and adults and expects all staff and volunteers to share this commitment. This post is subject to a satisfactory Enhanced Disclosure and Barring Service (DBS) check (with Barred List check where appropriate) and a range of other safer recruitment checks.

Time Commitment:

Approximately 6 hours per month, including attendance at Trustee meetings (usually quarterly).

Location:

North Manchester - we can be flexible and hold meetings online but in person is preferable.

If you're passionate about seeing children and families thrive and would like to use your financial skills to make a lasting impact, we'd love to hear from you.

👉 To apply or find out more please contact Hannah Batchelor at lsetcharity@outlook.com or see www.lsetmanchester.co.uk