



CAMBRIDGESHIRE HISTORIC CHURCHES TRUST
Registered as a Charity in England and Wales No 287486

APPOINTMENT OF AN HONORARY SECRETARY

The Trustees of the Cambridgeshire Historic Churches Trust (CHCT) wish to appoint an Honorary Secretary on the retirement of the current post holder. The successful applicant will be able to demonstrate a passion for the work of the Trust, be skilled in administration and information technology (IT) and have excellent communication skills.

BACKGROUND INFORMATION ABOUT THE TRUST

The Trust was founded in 1983. Since then it has offered almost £3,000,000 in interest free loans and over £1,000,000 in grants for repairs and improvements to places of worship across Cambridgeshire. The Trust offers its members the opportunity to enjoy and to understand the art and architecture of the county's churches and chapels by holding an annual conference and arranging church tours. The main source of income comes from the annual Ride and Stride event.

MAIN DUTIES

The secretary is responsible for drafting and circulating the agenda and minutes for meetings of the Trustees (twice a year) and the Executive (six meetings a year). The role also includes being Membership Secretary and General Data Protection Regulation (GDPR) officer. Other duties include assisting with arrangements for the annual conference and the summer tours, completing the annual report and accounts, producing the twice yearly newsletter, dealing with correspondence and website management. All meetings are currently held via Zoom. Approved expenses will be reimbursed in full. Please see the website (www.camhct.uk) for further information about the Trust.

FUTURE PLANS

In 2023 the Trust will celebrate its fortieth anniversary. Plans are being formulated to celebrate and build upon the achievements of the Trust in the past 40 years.

APPLICATION PROCESS

Applicants should write a letter of application (no more than 2 sides of A4) giving details of their experience and suitability for the post. The letter should be accompanied by a CV (not more than one side of A4) together with the names and addresses of two referees. The starting date will be by negotiation. Applications should be sent to Canon David Pritchard, 2 Chapel Lane, Little Downham, Ely, Cambs. CB6 2TN by **30th November**. Preliminary expressions of interest will be welcome - please contact Canon Pritchard by phone (01353-698831) or email (dpp123@cantab.net).



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Trustees

Sir Hugh Duberly (Chairman)
Canon David Pritchard (Vice Chairman)
Canon Tim Walters (Hon Treasurer).
David Ball
Nicholas Grantham
David Stazicker
Canon Simon Talbott
Alison Taylor
Canon Nicholas Thistlethwaite

Executive Committee

The Revd Canon David Pritchard (Chairman)
Canon Tim Walters (Hon Treasurer)
Vacancy (Hon Secretary)
Graham Pledger (Grants Secretary)
Rev Dr Lynne Broughton
William Craven
Canon Annette Reed
Rev Tim Thompson (Ride and Stride Treasurer)