SMART Trustees - General Secretary Trustee vacancy

Are you passionate about the arts, bringing people together, and ensuring that every young artist in Suffolk gets the chance to shine?

- Are you organised, methodical and good with administration?
- Do you have experience in governance, committee support, or regulatory compliance?

Join SMART as our General Secretary Trustee!

- Help us maintain SMART as a well-governed charity and enable us to grow our impact.
- Manage SMART's core administrative framework: setting up and minuting our meetings, circulating agendas, and keeping us compliant with Charity Commission, data protection, and other legal requirements.
- Your work will enable more young people in Suffolk to access life-enriching arts opportunities and grow a thriving membership of arts alumni from Suffolk.

SMART - who are we?

SMART exists to ensure that young people in Suffolk have access to arts opportunities to enrich their lives. **We provide funding to help Suffolk's young people to access music and arts opportunities**. We raise these funds by **bringing together** the skills, passion and experience of our **supporters and alumni**.

We strongly believe that all young people should have access to artistic opportunities, regardless of age, gender, sexual orientation, class, disability, religious beliefs, race or ethnicity.

We are a small charity, set up as a Charitable Incorporated Organisation in 2018, and are run entirely by volunteers. Our roots are in music, growing out of our close links with the Suffolk County Music Service, and we embrace all forms of the arts. We build our funds through a variety of events and member-driven fundraising initiatives: one highlight was playing at Latitude Festival with an orchestra made up of our members.

We have **supported over 100 talented and committed young people** in need of financial support, through **more than £55,000 in grants and scholarships**. With a strong pipeline of applicants (we received applications seeking £60,000 in grants during 2024/25), our focus is now on growing our funds and our membership, to enable us to support more of Suffolk's young people across a wide range of arts opportunities.

Our current board consists of 10 elected trustees (of which this role, and one other elected trustee role, are vacant), 2 nominated trustees, and 2 youth trustees (we are also currently recruiting for both youth trustee roles). Trustees are located in Suffolk, across the UK and Finland, and have a range of connections to Suffolk, music, education and the arts.

Find out more about SMART and our work:

Website	**|**	www.SuffolkSMART.org
Instagram	**|**	@SuffolkSMART
Facebook	**|**	SuffolkSMART
LinkedIn	**|**	smart-suffolk-music-arts-alumni-trust

We are looking for a General Secretary Trustee

Join the board of trustees at SMART to help maintain SMART as a well-governed charity. Lead and manage SMART's core administrative framework, keeping SMART compliant with Charity Commission, data protection and other legal requirements, and working with our other trustees and volunteers to implement SMART's strategy.

What will the role involve?

The post is voluntary, though SMART can reimburse trustees for reasonable expenses.

Time commitment:

- **Board meetings:** Trustees meet every 4–6 weeks via Zoom, usually on a weekday evening from around 7:30pm – 9:30pm (Suffolk-based trustees occasionally meet up in person to join the calls).
- **Events:** From time to time, Trustees will be involved in fundraising and member events, the majority of which take place in Suffolk.
- **Between meetings:** We estimate this role requires around **1 day per month** between meetings to carry out its core administrative duties.

Role-specific responsibilities:

- **Governance & compliance:** Ensure compliance with SMART's governing documents, charity law, UK GDPR, and Charity Commission requirements (including updating Charity Commission records and documents), and maintain and ensure compliance with a calendar of key dates.
- **Meetings & records:** Create agenda documents, distribute materials ahead of meetings, take minutes for all SMART meetings, chase agreed actions, and ensure charity records are written and stored appropriately on SMART's Google Drive.

- **Risk, insurance & licensing:** Take responsibility for researching and purchasing appropriate insurance policies and ensuring compliance with all relevant licensing requirements (e.g. music, fundraising, etc.).
- **Policies & general administration:** Assist with the development and review of SMART's policies and procedures, and provide general administrative support as required.

General Trustee responsibilities:

Along with all other Trustees, the General Secretary will also share collective responsibility for:

- Ensuring SMART pursues its stated charitable objects, defines clear goals, and evaluates performance against agreed targets.
- Ensuring SMART complies with its governing document, charity law, and all relevant legislation and regulations.
- Ensuring financial stability, proper management of SMART's property/funds, and that resources are applied exclusively for the public benefit in line with SMART's objects.
- Ensuring effective administration (including appropriate policies and procedures), safeguarding SMART's good name and values, promoting SMART in the community, and supporting specific event planning and delivery where necessary.

Who are we looking for?

We are ideally looking for someone who has some or all of the following **experience and qualities**:

- **Administration & secretarial experience:** Experience in an administrative, secretarial, or governance support role (ideally within a committee, board, or community organisation), including producing agendas, capturing detailed minutes, tracking action logs, and managing shared digital workspaces (such as Google Drive).
- **Regulatory & governance awareness:** Previous experience of the legal and regulatory requirements that charities need to comply with, along with a baseline knowledge of charity governance standards and governing documents, is desirable but not essential - we simply ask for a willingness to learn and undertake training to get up to speed.
- **Charity sector experience:** Experience volunteering or working within the UK charity sector is desirable, though not essential.
- **Organised & methodical:** Strong organisational skills with the ability to maintain and ensure compliance with a calendar of key dates and deadlines.
- **High integrity & discretion:** A high level of personal integrity with strict respect for confidentiality when handling sensitive trustee records or personal data.
- **Passion for the arts:** A genuine enthusiasm for music and the arts.

- **Collaborative & responsive:** You love working as part of a team to share ideas and make things happen, and are willing to be available on an ad hoc basis for advice and enquiries.
- **Clear communicator & critical thinker:** You communicate clearly and effectively, can distil board discussions into concise action points, and can challenge logically and sensitively to make strong recommendations to the board where necessary.
- **Location:** Ideally we are looking for someone based in Suffolk, although we will consider applications from candidates based outside of Suffolk who have the required skill set and experience.

New to Trusteeship?

It is **not necessary to have previous board or committee experience**. While trustees must understand and accept the legal duties and responsibilities of trusteeship, SMART provides a full induction and signposts external training opportunities. This position would therefore suit someone taking their first steps into board-level governance.

Our Commitment to diversity:

We believe that diversity enhances and enriches the arts sector and drives innovation. As a charity, we are on a journey to be more representative of the young people we support at all levels, including within our Board. We warmly welcome applications from suitably qualified candidates from all backgrounds, particularly candidates from backgrounds currently under-represented on the SMART board.

How to apply

- **Informal enquiries:** If you have any questions or would like an informal chat about the position, please get in touch at **admin@suffolksmart.org**.

- **Submitting an application:** Please send your CV and a short covering email detailing your experience and reasons for applying to the Co-Chairs (Clare Lewis & Becci Reidy) at **admin@suffolksmart.org** by **5pm on Wednesday 16 December 2026**.

We will acknowledge your application and be in touch after the deadline to confirm next steps, which may involve an informal discussion with the Co-Chairs and some of the current trustees. We may also ask for references and evidence to support your application.

Thank you for your interest. We look forward to hearing from you.