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| GOVANHILL HOUSING ASSOCIATION  MINUTE SECRETARY (138 HOURS PER ANNUM)  CANDIDATE INFORMATION PACK | |

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Thank you for your interest in our vacant position of Minute Secretary (part-time).

This file contains all of the information you will need to apply for the post:-

* General information regarding the Association
* Our job advert which can also be found in Employers in Voluntary Housing’s website and publications
* The Job Description and Person Specification
* A brief summary of the terms and conditions of the post
* Staff structures

The job Application Form is available as a separate Microsoft Word file which you may complete electronically.

Please note that the closing date for applications is Tuesday 7th October at 10.00 a.m.

If you require further information regarding the Association or the position advertised, please do not hesitate in contacting me on 0141 636 3626 or by email:

mwilliamson@govanhillha.org

Thank you.

Alison Kevan

Head of Corporate Services & HR

[akevan@govanhillha.org](mailto:akevan@govanhillha.org)

**1. Background**

1.1 Govanhill Housing Association was formed in 1975 and is a Registered Social Landlord which operates within a Group Structure.

1.2 The Association owns 2,800 tenanted units and is factor to 1,500 owners.

1.3 The Association has a Management Committee and has four sub committees:

* Audit & Risk
* Development & Property Services
* Finance & General Purposes
* Tenancy Services

1.4 The Association’s Wider-Role activities are provided via the Association’s wholly owned, non-charitable subsidiary, Govanhill Community Development Trust, which also owns and manages a portfolio of commercial properties.

1.5 The Association operates from our offices at Samaritan House, part of the former Royal Samaritan Hospital, which was refurbished by the Association in 2006.

**2. Staffing**

2.1 The Association’s current staffing structure involves 72 (full time equivalent) staff deployed as follows :

* Director
* Senior Management Team –
  + Head of Corporate Services & HR
  + Head of Development and Property Services
  + Head of Finance & ICT
  + Head of Tenancy Services
* Corporate Services & HR Team
* Development & Property Services Team
* Finance & ICT Team
* Tenancy Services Team
* Govanhill Community Development Trust

A logo for a community

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Govanhill Community Development Trust was established in 1991.  It is a company limited by shares with all shares held by its parent, Govanhill Housing Association.   The Trust has two main purposes:

**1.**    **To provide social, economic and environmental benefits for the Govanhill community**

The Trust acts as the community regeneration, development and support arm for Govanhill Housing Association.  The Trust has a wider role within the community working closely with the Association and delivers a wide range of activities.

**2.**    **The letting and management of a significant portfolio of workspaces**

The Trust has progressively expanded its role in providing workspace and office accommodation.   In doing so, the Trust has supported local economic development.  We have a range of tenants including private businesses, community organisations, social enterprises, entrepreneurs and others.  This role has protected a number of local buildings and provides an income that can be used to support the Trust’s wider purposes.

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| **MINUTE SECRETARY** **(138 HOURS PER ANNUM)** | | **EVH GRADE 5 (Spinal points PA13-16) £30,250 - £33,617 per annum**  **(£2,294 - £2549 per annum (pro-rata))** | |
| Govanhill Housing Association provides a comprehensive range of services focused on the needs of tenants and owner occupiers in the Govanhill and Merrylee communities. We carry out acquisition and improvement of tenemental stock as well as delivering a new build programme. We work closely with our subsidiary company, Govanhill Community Development Trust, whose community development and regeneration services complement our own role as a social landlord.  We are seeking an experienced Minute Secretary to provide accurate minutes of all Committee and Sub-Committee Meetings for the Association and its wholly owned subsidiary Govanhill Community Development Trust.  Availability to work during the evening is essential as this is when most meetings take place. It is expected that the postholder will attend meetings in person and work from home when producing a record of meetings, although alternative arrangements can be made. The Minute Secretary will work a maximum of 138 hours per annum and payment will be made on a pro-rata basis. | | | |
| If you share our commitment to providing excellent services to our customers in Govanhill and Merrylee and would enjoy working within this diverse community, you can find further information in the Application Pack which can be obtained from **our website:** [www.govanhillha.org](http://www.govanhillha.org/)or contact:  **GOVANHILL HOUSING ASSOCIATION, Samaritan House, 79 Coplaw Street, Glasgow G42 7JG**  **Telephone: 0141- 636 3626 Email:** [recruitment@govanhillha.org](mailto:recruitment@govanhillha.org)  **Closing date: Tuesday 7th October at 10am**  **Interview Date: Thursday 30th October**    **EVH conditions of service will apply.**  *Govanhill Housing Association is committed to Equality of Opportunities and welcomes applications from all sections of the community.* | | | Icon  Description automatically generated  Graphical user interface, text, application  Description automatically generated |

**Job Description**



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| **Job Title** | Minute Secretary |
| **Section** | Directorate |
| **Grade** | 5 |
| **Date Reviewed** | August 2025 |

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| 1. **Main Objectives of Post** |

1.1 To provide accurate minutes of all Management Committee and Sub-Committee meetings within agreed timescales.

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| 1. **Accountability** |

2.1 To the Chief Executive on a day-to-day basis and ultimately through them to the Management Committee.

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| 1. **Principal Duties** |

3.1 To prepare for meetings by reading all papers and clarifying any areas which require further information

3.2 To attend Management Committee and Sub-Committee meetings.

3.3 To ensure minutes are an accurate reflection of the meeting discussion, seek to clarify any areas which are unclear and liaising with the chair of the meeting and other attendees as required

3.4 To produce minutes of these meetings using Microsoft Word within agreed timescales and using house style.

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| **4. Ensure effective communication and advice** |

4.1 To clearly communicate with colleagues to ensure excellent service delivery.

**5. Health & Safety**

5.1 To ensure all Health & Safety obligations are met in relation to corporate services.

5.2 To report any Health & Safety issues immediately to the relevant member of staff.

**6. Audit**

6.1 To support any relevant internal and external audits, meeting with auditors, responding to queries, commenting on draft audit reports, providing performance information and implementing action plans as required.

**7. Equal Opportunities**

7.1 To ensure activities comply with Equal Opportunities legislation and best practice.

**8. Information & Confidentiality**

8.1 To ensure all related elements of and responses to the Complaints Policy, Subject Access Requests, Environmental Information Requests and Freedom of Information requests are made in line with policy and legal wider requirements. Respond timeously to requests for information from Line Managers or the Information Officer.

8.2 To maintain confidentiality at all times and adhere to the Association’s policies and procedures in this area.

8.3 To attend confidential meetings and prepare such minutes only distributing to those who are granted access

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| 9. Other Duties |

9.1 To participate in the review, implementation and integration of any new technology.

9.2 Any other duties as required by the Association, commensurate with the nature and grade of the post.

**Person Specification**



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| **Job Title** | Minute Secretary |
| **Section** | Directorate |
| **Grade** | 5 |
| **Date Reviewed** | August 2025 |

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| **1.** | **Education/Qualifications** | **Essential** | **Desirable** |
| 1.1 | English qualification to Higher grade or equivalent |  | **\*** |

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| **2.** | **Skills, Knowledge and Experience** | **Essential** | **Desirable** |
| 2.1 | Several years’ experience in the production of accurate minutes | **\*** |  |
| 2.2 | Excellent interpersonal and communication skills (written and verbal). | **\*** |  |
| 2.3 | Ability to liaise effectively with other staff and to offer advice and support when required. | **\*** |  |
| 2.4 | Strong organisational and time management skills with the ability to manage day-to-day workload with minimal supervision and working to imposed deadlines. | **\*** |  |
| 2.5 | Competent in the use of computerised systems | **\*** |  |
| 2.6 | Proficient in the use of Microsoft Word | **\*** |  |
| 2.7 | High level of accuracy and strong attention to detail in written work | **\*** |  |
| 2.8 | Ability to take shorthand |  | **\*** |
| 2.9 | Knowledge and experience of the business and processes of an RSL |  | **\*** |
| 2.10 | Ability to demonstrate an understanding of equal opportunities legislation and experience of working in a diverse community. | **\*** |  |
| 2.11 | An understanding of the requirements of information processes such as dealing with complaints and EIR and FOI requests |  | **\*** |

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| **3.** | **Personal Characteristics** | **Essential** | **Desirable** |
| 3.1 | Flexible approach to work. | **\*** |  |
| 3.2 | Ability to maintain confidentiality at all times. | **\*** |  |
| 3.3 | Ability to work from home |  | **\*** |



**RECRUITMENT OF MINUTE SECRETARY (138 HOURS PER ANNUM)**

# SUMMARY OF PRINCIPAL TERMS AND CONDITIONS OF EMPLOYMENT

Govanhill Housing Association is a member of ‘Employers in Voluntary Housing’ (EVH) and the terms and conditions for this job largely follow the EVH terms. A summary of the principal areas are as follows:

## Salary Scale

The current EVH salary scale for this job is Grade 5 (Spinal Points 9-16) - £30,250 - £33,617 per annum (£2,294 - £2,549 per annum pro-rata).

## Hours of work

This post is for 138 hours per annum. A flexible working system is in operation.

## Holiday Leave

25 working days holiday leave and 15 days general and public holidays (pro-rata) is available.

**Pension Scheme**

The Association is a member of the Scottish Housing Associations’ Defined Contribution Pension Scheme which you have the option of joining 3 months after your start date.

## Notice Period

One month by either party.

***This summary is for general guidance of applicants and will not form part of the contract of employment. Any offer of employment will be subject to the receipt of satisfactory references.***

**GOVANHILL HOUSING ASSOCIATION**

**STAFF STRUCTURE**

A diagram of a company

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