



Charitable Incorporated Organisation

Registered charity number: 1207878



Role: Cymar Administrator

Reports to: Board of Trustees (Clerk)

Hours: 17.5 hours per week (worked flexibly)

Location: home based, but must be able to travel to meetings at venues across Wales and the Southern Marches (reasonable expenses reimbursed)

Pay: BYM Grade F (scale points 12-15), currently £32,323 to £35,664 (pro rata) (£16,161.50 actual)

Closing date: 15th May 2026

Purpose of the Role

To provide administrative and organisational support to the Board of Cymar (Quaker) Trustees, to enable the smooth and compliant running of the CIO in accordance with the Mission Statement of Cymar Trustees:

Responsible stewardship

For Friends - By Friends - With Friends

Underpinned by our shared values of integrity and inclusion and guided by the Spirit

Key Responsibilities

Board & Governance Support

- Act as the primary point of contact for trustees, volunteers/workers, and external stakeholders.
- Help with administration of trustee and subgroup meetings: scheduling, helping to prepare and circulating agendas, papers, and minutes, including sub-committee meetings.
- Attend sub-committee meeting as required
- Track and follow up on actions agreed by the board and subcommittees.
- Support trustee and other volunteer recruitment, induction, and training, liaising with Nominations Committee.

- Maintain governance records (e.g., declarations of interest, policies, risk register, trustee details).
- Help trustees fulfil their responsibilities.
- Provide briefings, templates, and practical tools to reduce administrative burden on trustees.
- Facilitate communication and collaboration between trustees.

Compliance & Reporting

- Ensure statutory filings and returns (e.g. Charity Commission, Quakers in Britain) are completed on time.
- Support policy reviews and updates to help Cymar remain compliant with relevant legislation and best practice.
- Keep up-to-date with regulatory requirements and alert trustees to key changes.

Operational & Administrative Support

- Be the first point of contact for constituent bodies, Quakers in Britain and all external partners
- Maintain effective document and information management systems, including safeguarding records, finance records, property, risk assessments etc. fed in from local meetings etc.
- Maintain a record of DBS checks and support Friends needing to obtain one.
- Support preparation of reports, fundraising bids, and communications as required.
- Liaise with external partners and advisors on behalf of the trustees.
- Provide administrative and logistical support for projects, events, or fundraising activities.
- Maintain Cymar Zoom account and provide hosting as required, scheduling meetings according to needs.
- Any other tasks as appropriate to the role.

Person Specification

Essential

- Competence in use of Office packages (word/excel/PowerPoint), familiarity with Google systems, good general IT skills
- Strong organisational and administrative skills with attention to detail.
- Excellent written and verbal communication skills.

- Discretion, integrity, and ability to handle confidential information.
- Ability to work independently, proactively, and flexibly, managing own workload and timekeeping.
- Ability to manage a range of workstreams simultaneously, working under different workstream leads, prioritizing tasks as needed

Desirable

- Experience supporting governance or senior leadership teams.
- Knowledge of charity governance and compliance requirements.
- Experience of working with small charities and trustee boards.
- Understanding of fundraising or community engagement.
- Understanding of Quaker processes, business method and principles, or at least willing to learn and work in keeping with our values.
- Welsh-speaking

Other comments

This is a new role that is likely to develop and change over time. There will be a need for an occasional amount of weekend and evening working.

Applications:

Application to be made by letter and cv, either sent by email (see below) or by post to Clerk to Trustees, Cymar, Swansea Quaker Meeting House, Pagefield House, Page Street, Swansea SA1 4EZ

For further information, please email: clerktotrustees@cymar.org.uk