



# British Guild of Beer Writers

## Secretarial Role: Job Description

### 1. Job Purpose

This part-time role will report to the Chair and Board of the Guild and be responsible for managing the delivery of Guild activity in order to:

- Build the reputation of the British Guild of Beer Writers.
- Enhance the value of Guild membership and sponsorship to members and corporate sponsors.
- Support the Board in the execution of their activities.

The role will be home-based, will require quite a bit of time for meetings mainly in London and some travel around the UK. Reasonable travel expenses can be discussed.

### 2. Person Profile

The successful candidate will:

- Be a self-starter, able to anticipate work that needs doing without necessarily being directed to do so.
- Possess excellent organisational skills.
- Possess excellent communication and interpersonal skills.
- Have a thorough grasp of beer, the UK brewing industry and beer communication, whether or not they are a beer communicator themselves.

### 3. Key Responsibilities and Accountabilities

These break down into two main areas: an executive Company Secretary role and an administrative one. The executive part of the job requires a greater level of responsibility than the administrative part, and the two areas therefore have a different contribution to the overall salary calculation.

It is within the Secretary's gift whether or not they decide to delegate some or all of the administrative tasks to a more junior person. Either way, they retain overall control and responsibility for whether the role is divided or not, for the work being completed, and for liaising with the Chair and the Board over what work needs to be done.

## 3.1. The Executive Role

### 3.1.1 Governance

- Arrange and advertise AGM and Board Meetings in accordance with the Articles of Association, including setting dates and securing venues.
- Collate and circulate necessary papers for these meetings at least one week in advance of the meeting.
- Attend meetings, record actions and circulate minutes no later than one week after the meeting.

### 3.1.2 Finance

- With the membership sub-committees, attract sponsorship for Guild activity.
- With the Treasurer and the Chair, manage Guild expenditure to ensure that activity is delivered within budget.

### 3.1.3 Communication

Take primary responsibility for effective and regular communication between the Board and the membership, and the Guild and all stakeholders and relevant parties. Responsibilities to include:

- In association with the Board's Marketing Secretary, to develop an effective suite of communications through various social media channels, e-mail, press releases, etc.
- Specifically, to be responsible for the up-to-date maintenance of the Guild's website.
- To be responsible for sending any e-mail communication from the Guild to the membership, including notification of training and events, and updates from the Chair and/or Board.
- To be the first point of contact for members' and general enquiries.
- To be responsible for compiling and sending the daily news bulletin.

## 3.2 The Administrative Role

### 3.2.1 Membership

- Assist the membership sub-committees in the recruitment of new individual and corporate members.
- Take overall responsibility for the collection of annual subscriptions.

### 3.2.2 Events

Assist the events sub-committee in putting in place a programme of Guild events for members including:

- Pre-GBBF event (Summer Party)
- Workshops, seminars and regional events

The Secretary's responsibilities in this area shall include:

- Communications - Publicising events via email, adding content to website, sending emails, gathering info on attendees and communicating details of the event with them.
- Help also with some logistics, on an event-by-event basis.

### **3.2.3 Training**

Assist the training sub-committee in developing a series of training courses and materials to enable Guild members to develop their capability as beer writers.

The Secretary's responsibilities in this area shall include:

- Communications - Publicising training courses via email, adding content to website, sending emails, gathering info on attendees and communicating details of the course with them.
- Help also with some logistics, on a course-by-course basis.

## **4. Remuneration**

The total remuneration package will be £20,000 (+VAT if charged by the successful candidate) per annum, including reasonable expenses to be agreed with the Chair of the Guild. Cask Marque will provide administrative support on some specifically targeted aspects of the role.