



We're Recruiting: Secretary to the Board of Trustees

Flexible volunteer role - make a real impact to our mission to support deaf children and young people.

Lollipop is looking for a detail-driven, organised, and committed individual to join our Board of Trustees as Secretary to the Trustees. This is a vital role that helps keep our governance strong and our work running smoothly.

Read more about us and our Board of Trustees here: <https://www.lollipopyork.org.uk/about-charity/>

What You'll Do

- Accurately record minutes during online Trustee meetings normally held once every 2 months
- Type up and distribute minutes in a clear, accessible format
- Contribute to a warm, collaborative Board culture that centres deaf children, young people, and their families

What We're Looking For

- Strong written communication and attention to detail
- Confidence with typing and organising documents
- Reliability and a calm, professional approach
- An interest in charity governance or supporting a small, impactful organisation
- No previous Trustee experience required — we welcome people who are keen to learn

Why Join Us?

By volunteering your skills, you'll play a key part in strengthening a charity that empowers deaf children and young people across York and North Yorkshire. You'll gain experience in governance, safeguarding awareness, and strategic decision-making — all while being part of a passionate, supportive team.

How to Apply

If this sounds like you, we'd love to hear from you. Please email Deb Walker at operationsmanager@lollipopyork.org.uk with a short expression of interest.