



Volunteer Role Description – Secretary Trustee

About Residents United Forum (RUF)

RUF started in Newham in February 2021. We are led by and for disabled people and their carers. Our vision is that “People with any disability in Newham will be able to fulfil their full potential and be equal with everyone.”

Our ultimate goal is to create a Centre for Independent Living in Newham, but we know this will take some years to achieve. Our immediate short-term goal is to advocate for improvements in the experiences of disabled people in Newham.

RUF has 6 founding Trustees. We have already secured grant funding and have:

- Researched and published two reports about the experience of disabled people in Newham
- Secured funding to create a new website

We have a clear plan in place to achieve our goals which is set out in our Ladder – which sets out our 10 year plan. We are now a registered charity and have set up our own bank account.

We have carried out a skills audit of our founding trustees and we would like to recruit a treasurer to help us improve our skills and capacity in this area.

About the Secretary role

The Secretary will be a trustee of Residents United Forum. Ideally you will be a disabled person yourself or have cared for a person with a disability, but as a minimum you will have a good understanding of the challenges faced by disabled people and be committed to improving the situation that disabled people face.

The role lasts usually for between 2 to 4 years and includes:

- Attending trustee meetings every month (face to face) and participating in other activities of the group such as meetings, workshops and events.
- Typing up minutes of each meeting, noting actions and tracking actions completed
- Meet the Chair of Trustees monthly to plan for meetings, type up meeting agendas
- Use Outlook to send calendar invites for meetings. Send meeting reminders.
- Keep a record of any individual or group who apply to be a member of RUF
- Type up any other documents required such as policies, with assistance from other trustees
- Help keep the group’s records up to date. We are currently using a free digital tool called Trello but we can discuss with you any tools you might recommend as more suitable

We’re looking for someone who is able to communicate professionally and is well organised. You need to be good with reading and writing, creating emails and documents in Word. You need to be able to keep records and produce minutes. You must be able to use digital tools like Trello (we can help you learn). You need to be able to use Outlook to create calendar invites. Ideally you will be able to help keep our website up to date once you have received training. You need to be motivated to carry out tasks without prompting, act independently and work successfully as part of a team. We estimate the role will take 10 hours a month.

How to apply

If you meet these requirements, please email ruf23.info@gmail.com to tell us you are interested in being our Secretary. You will be invited to meet with us and discuss the role and find out more about RUF. Successful applicants will be asked to complete a DBS check.

Deadline for applications: 22nd December 2025