



Pop Up Projects CIC  
[www.pop-up.org.uk](http://www.pop-up.org.uk)

Transforming lives through literature



## **Board Secretary @ Pop Up Projects CIC**

*Voluntary, Part-time*

To apply, please send your CV and a covering letter to [applications@pop-up.org.uk](mailto:applications@pop-up.org.uk). Find out more about Pop Up [here](#).

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*Dynamic non-profit children's literature agency Pop Up Projects seeks an enthusiastic volunteer to support our Board of Directors by organising, attending and minuting Board meetings on a quarterly basis.*

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### **About Us**

Pop Up Projects (est 2011) is a non-profit social enterprise with a mission to empower and advocate for a more diverse next generation of children's books creators. So that they can go on to make books that better reflect the many worlds that children live in. In doing this we provide a service to the children's publishing community, a talent pipeline through which publishers discover bold new voices from under-represented backgrounds.

Our work therefore involves:

- Outreaching in communities to identify and inspire talented aspiring creatives from under-represented backgrounds;
- Providing accessible, affordable creative and professional development programmes for emerging, unpublished talent;
- Facilitating opportunities for mentees from our programmes to make and publish quality children's books, including in collaboration with established writers and illustrators.

### **About You**

We are seeking an efficient and highly-organised individual to support our Board on a quarterly basis. This is a small-scale but important role that will give the right candidate unique insight into the inner workings of a small, dynamic and ambitious social enterprise. The candidate should be highly capable at taking instruction, efficient at communication and organisation, and skilled in the creation of formal documents. They should be a confident communicator who is highly reliable.

## The Role

The appointed person will liaise with the Board Chair and the Executive & Creative Director to coordinate content for, attendance at and records of quarterly Board meetings. They will:

- Liaise with the Chair, Executive & Creative Director and other Board members to set out the agenda for each Board meeting;
- Coordinate content - supplied by both staff and Board members - into a Board pack, for disseminate to members no less than two weeks prior to each meeting;
- Send reminders to and take apologies from Board members ahead of each meeting;
- Attend each meeting (virtually or in-person) to take minutes\*;
- Type up and edit the minutes to a high professional standard for approval by the Chair, within no less that one week from the meeting;
- Take on, from time to time, additional Board-related responsibilities such as:
  - coordinating and minuting any additional meetings including of sub-committees;
  - coordinating applicants' attendance at interviews for new Board members;
  - supporting coordination of any Board events e.g. fundraising events, away-days or residentials, social occasions such as in the run-up to Christmas

*\*Meetings take place between 5.30pm and 8pm on week nights, usually in the months of January, April, July and October annually.*

Role requirements include:

- Efficient organisational and confident communications skills;
- Excellent listening and note-taking skills;
- Capable of summarising meetings and discussions succinctly and formally;
- Confidence in writing and editing official documents.

This role would be suitable for someone interested in the arts not-for-profit sector or someone who is keen to learn about Boards and how they function.

## **APPLICATION PROCESS**

Please send the following to [applications@pop-up.org.uk](mailto:applications@pop-up.org.uk):

1. Your CV;
2. An email or covering letter introducing yourself and highlighting any professional or personal experiences that might be relevant to the role (no longer than a page)

If you have any questions please email [marianna@pop-up.org.uk](mailto:marianna@pop-up.org.uk).

## **EQUALITY AND DIVERSITY STATEMENT**

We are committed to sustaining a diverse workforce at all levels of the organisation, including the Board. Since our work engages people from communities who are under-represented in children's publishing, we especially welcome applicants who are of colour, disabled, neurodivergent, LGBTQ+, have refugee or asylum seeker background or heritage, or are from low-socio economic backgrounds.