

Secretary to the National Executive

CAMRA's National Executive is recruiting for a secretary to start as soon as possible.

We're looking for someone with:

- Excellent organisational skills
- Experience of taking and writing up minutes, ideally for a committee or in a similar capacity
- Good working knowledge of Microsoft Office (including Word and Teams)
- Access to their own laptop, PC or tablet with good internet access and a camera
- The ability to advise and assist the National Chairman with administrative tasks as required (including setting the agenda)

Meetings in September and November 2026 will be held in person at the CAMRA office in Luton on Saturdays (hybrid option available) and online midweek in October and December.

Once appointed, the secretary will be given access to SharePoint and associated files as required for the role.

CAMRA's branded template documents will be made available to you, along with previous minutes and agendas.

To apply:

Please send a brief overview of any relevant experience to: ash.corbett-collins@camra.org.uk

This vacancy will close when a suitable candidate has been appointed.

