

Yorkshire Dales Millennium Trust



Job Specification: Governance Administrator
July 2025

	Essential	Desirable
Experience and Knowledge		
Experience of working in an office environment in an administrative role, ideally of a similar nature	X	
Experience of working to multiple deadlines and managing a busy workload with competing priorities	X	
Experience of writing minutes at committee/board level		X
Experience of working within the charity sector		X
Skills		
Excellent organisational and prioritisation skills	X	
Excellent verbal and written communication skills	X	
Excellent IT skills in all MS office packages including Outlook, Excel, Word, and MS Teams	X	
Excellent people skills and the ability to deal confidently and effectively with senior colleagues and trustees	X	
Ability to work independently and with initiative	X	
Basic understanding of governance processes and their importance		X
Personal Attributes		
Good interpersonal Skills	X	
Able to quickly build relationships with a range of people	X	
High levels of accuracy and attention to detail, particularly formatting or proof-reading documents	X	
Full driving licence		X
An appreciation of the Yorkshire Dales	X	
Qualifications		
Relevant administrative qualification		X