

**The Guild of the Royal Hospital of St Bartholomew**



**Appointment of Honorary Secretary**

Barts Guild is seeking to appoint an Honorary Secretary from January 2026. If you have some time to spare and enthusiasm for helping us in our work supporting patients and staff at St Bartholomew's Hospital in the City of London, together with some experience of committee work we would like to hear from you.

The Guild of the Royal Hospital of St Bartholomew a registered charity is the hospital's League of Friends. We exist to help the hospital by personal service and by the provision from the Guild's funds of such amenities for the patients and staff which would not be available to them under the NHS.

The main activities undertaken by the Guild to carry out these aims for the public benefit are:

- running a shop as amenities for patients, staff and visitors;
- providing a trolley service for in-patients selling newspapers, confectionery and toiletries;
- making grants for the provision of facilities and equipment on wards for patients and staff.

In order to carry out these activities, which are undertaken by volunteers, the Guild collects subscriptions from its members, and engages in limited fundraising. We are also pleased to receive occasional donations and legacies.

The Honorary Secretary is one of the Guild's (unpaid) Trustees serving on our Committee of Management which meets at the Hospital five times a year. Meetings are held during the daytime. Other events are an AGM in October, and an annual Celebration of Christmas concert, both held in the historic North Wing at Barts. Also, a Christmas party for volunteers and an event in summer for volunteers (2025 afternoon tea).

The Honorary Secretary's responsibilities and duties in support of the activities of the Guild are shown below together with details of the skills and experience we would ideally like you to have. A copy of the Guild's Annual Report 2025 is available on the website at **[www.bartsguild.org.uk](http://www.bartsguild.org.uk)**.

If you would like to be considered for this post, please send a statement setting out your experience and suitability for the post to Honorary Secretary by email to **[contact@bartsguild.org.uk](mailto:contact@bartsguild.org.uk)**. The appointment will be subject to references and an informal interview and will be for a period of three years in the first instance, renewable annually thereafter.

We look forward to hearing from you.

The Guild of the Royal Hospital of St Bartholomew  
St Bartholomew's Hospital

Registered charity number 251628

**November 2025**

**The Guild of the Royal Hospital of St Bartholomew**



**Appointment of Honorary Secretary  
Further details**

The Honorary Secretary of the Barts Guild is a Trustee of the Guild and member of the Committee of Management. This is an unpaid post.

The Honorary Secretary takes responsibility for the following duties, in consultation with other members of the Committee as appropriate. Limited support can be offered with these duties from our freelance administrator.

**1. Committee of Management**

- In consultation with the Chairman, preparation and circulation of meetings agenda and minutes and follow-up as necessary

**2. Charity Commission**

- Submission of Annual Return. Trustee and officer updates.

**3. Events**

- Assist with organisation of events in consultation with the Committee of Management. Including but not limited to:
  - AGM in October (Hon Sec to lead on this)
  - Volunteers' Summer and Christmas parties
  - View Day, held annually at Barts

**4. Annual General Meetings**

- In consultation with the President and Chairman, preparation and circulation of papers to Guild Members for AGMs and arrangements for the meetings

**5. Annual Reports**

- Ensuring that progress continues in the development of the Annual Report

**6. Shops**

- Take an interest in current shop activity. The Honorary Secretary should take an interest in the Guild shop, be willing to be shown how the shop operates and the activities of our volunteers who work in the shop.

**7. Miscellaneous**

- Correspondence including coordination of postal mail outs and assistance to the Chairman with correspondence and appointments.

**Skills and experience required**

The person appointed should ideally have:

- Home computer and email
- Keyboard skills and familiarity with Word (and ideally Excel)
- Experience of committee work
- Office experience
- Ability to write fluently, accurately and succinctly
- Tact and considerateness dealing with a wide range of people, including staff and volunteers
- Willingness to take initiative in furtherance of the objectives of the Guild
- Flexibility and availability to offer up to two hours per week, plus additional time when needed, for example around the preparation of Committee Meetings and events.