

The Guild of the Royal Hospital of St Bartholomew



Friends of St Bartholomew's Hospital since 1911

Appointment of an Honorary Secretary

Barts Guild is seeking to appoint an Honorary Secretary with immediate effect.

The Guild of the Royal Hospital of St Bartholomew is a registered charity providing voluntary support to the hospital. The Guild exists to help the hospital by the provision, from the Guild's funds, of amenities for patients and staff which would not otherwise be available to them through the NHS.

The main activities of the Guild are: (1) the running of a shop as an amenity for patients, staff and visitors; (2) provision of a trolley service selling confectionery and toiletries for in-patients; and (3) the making of grants to assist patients and for the provision of training, facilities and equipment for staff.

To carry out these activities, which are undertaken largely by a group of volunteers, the Guild collects subscriptions from members and engages in limited fundraising. The Guild also receives donations and occasional legacies.

The Honorary Secretary is a Trustee of the Guild and a member of the Management Committee. This is an unpaid post. The Honorary Secretary carries out the following main duties, in consultation with other members of the Management Committee as appropriate.

Management Committee: in consultation with the Chairman, the preparation and circulation of meeting agendas and minutes, and follow-up as necessary. The Management Committee meets approximately five times per year always on a weekday.

Charity Commission: submission of the Annual Return and providing Trustee and officer updates.

Guild Events: assistance with organisation in consultation with the Management Committee.

Annual General Meetings: in consultation with the President and Chairman, preparation of papers for the AGMs and arrangements for the meeting.

Annual Report and Accounts: take overall responsibility for the Annual Report. Including overseeing all necessary input and ensuring preparation for printing in a timely fashion.

Shop: take an active interest in the Guild shop and trolley service.

Miscellaneous: assist the Chairman with correspondence and appointments.

Skills and experience required:

The person appointed should ideally have:

- A home computer and email;
- Keyboard skills and familiarity with MSWord and ideally Excel;
- Experience of committee work;
- Ability to write fluently, accurately and succinctly;
- Tact and consideration dealing with a wide range of people, including staff and volunteers;
- Willingness to take initiative in the furtherance of the objectives of the Guild.

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: contact@bartsguild.org.uk

June 2026