

Company Secretary and Treasurer (Director/ Trustee, Voluntary)

Are you interested in supporting a growing charity, and using your professional experience and leadership skills to have a real impact on your community?

We are looking to appoint a new Company Secretary and Treasurer at this exciting time in our charity's development. If you have business administration, legal or accounting skills and are looking to truly make a difference in your spare time, we would love to welcome you to our team!

Introduction and context

MD Support Centre is on a mission to transform access to physical therapies for people with muscular dystrophy (MD) in the Midlands – and we are looking to recruit a new Company Secretary and Treasurer to join our Board of Trustees and enhance the strategic and financial oversight of our journey.

Established in 2012, Muscular Dystrophy Support Centre (MDSC) is a charity established and led by people with muscular dystrophy (pwMD) and their families. Our current Board of Trustees all either have muscular dystrophy, or have a family member with muscular dystrophy. Our aim is to transform access to specialist physiotherapy for all pwMD (18+) in the Midlands region who need it. From our Centre in Coventry, and with satellite clinics in Birmingham, Tipton and Leicester we support 550+ pwMD, primarily by providing specialist physical therapies (physiotherapy, osteopathy and complementary therapies) on a long-term basis. We are the only organisation in the Midlands region to do so, and one of only two in the UK.

Having until recently been a wholly voluntary run organisation, we now have a core staff team led by our Chief Executive. We have benefited from grant monies from the National Lottery Community Fund to support our growth and build organisational sustainability. By 2025 we plan to be supporting over 1,100 pwMD and to provide therapy at a further two satellite clinics in the Worcestershire and Northants. Areas.

Please take a look at the Job Description and Person Specification for further information.

How to apply

If you would like to apply for this role, please send a CV and covering letter detailing how your experience fits the Job Description and Person Specification to HR@mdsupportcentre.org.

For an informal discussion about the role or the Charity, please contact Sarah Ann Moore, Chief Executive.

Other information

We positively welcome applications from all sections of the community and actively promote equal opportunities.

Please note this position requires full references and an enhanced DBS check which will be carried out prior to appointment.