

Young Enterprise – Orkney Area Team

Email: orkney@yes.org.uk



Young Enterprise provides sixth year pupils in school and college students with the chance to take part in an entrepreneurial competition which helps them to create and develop a product or service that would be of commercial or social benefit to their community.

Young Enterprise in Orkney, from its inception in 1989, has over the years proved to be highly entrepreneurial, original and produced ever-increasing high standards of products and services.

To register your interest in volunteering with Young Enterprise Orkney, please email orkney@yes.org.uk

Support and guidance for this role will be provided by the Orkney Area Team.

Role Profile – Secretary

The role of the Secretary to the Local Area Team includes:

- Attending meetings of Young Enterprise Orkney Area Team (there are 6 or 7 meetings held per year – with meetings lasting approximately 90 minutes each)
- Taking minutes at meetings and distributing approved minutes to members of the group
- Communicating between Local Area Team members and Young Enterprise Scotland
- Assisting the Chairperson in organising the local events (usually two events per year)
- Assisting the Chairperson and Treasurer in booking travel to annual national finals held usually in Edinburgh or Glasgow
- Administrative tasks such as preparing and distributing information on Young Enterprise Orkney – including writing local area event schedules and copying reports.
- Helping maintain the Young Enterprise Orkney social media accounts
- Writing and receiving letters and emails on behalf of Young Enterprise Orkney
- Any other tasks as requested by the Local Area Team

If you would be interested in volunteering as Secretary of Young Enterprise Orkney, then please email orkney@yes.org.uk