

Job Description

Job Title:	Board Secretary
Department:	CEO Office
Reports to:	Chief Executive, Turn2us
Location:	Head Office, Hammersmith, London W6 7NL
Purpose of the Role:	To provide a pro-active, effective and high-quality secretariat to, and governance development for, the Boards of Turn2us Charity and Elizabeth Finn Homes Limited.

Key Responsibilities and Accountabilities:

- 1. To be the Board Secretary for the Trustee Boards and their sub-committees of Turn2us Charity (T2U) and Elizabeth Finn Homes Limited (EFHL).**
- 2. To coordinate and support the annual planning process for the senior leadership teams of T2U and EFHL**

Duties:

- 1. To be the Board Secretary for the Boards of the charity Turn2us (T2U) and Elizabeth Finn Homes Ltd (EFHL) and their sub-committees.**
 - Provide a secretariat service to the Trustees and Directors, supporting the company secretary (as so designated) in the smooth running of board and committee administration;
 - Support the CEOs of both T2U and EFHL and the committee chairs in ensuring adherence to the charity's and group's governance framework;
 - Collate and issue papers for the Boards and committees, working closely with the designated senior content lead for each meeting;
 - Support the CEOs & Company Secretaries to ensure timely and well-planned follow-up and resolution to points and actions from board and committee meetings;
 - Maintain a central and up-to-date register of key governance documents and ensure that they are easily accessible to senior staff, Trustees and Directors;
 - Maintain Trustee records and minute books;
 - Support the CEOs, Company Secretaries and Boards to ensure that the group is up to date with best practice on charity and corporate governance;
 - Support the Trustees, Directors and CEOs of both organisations and senior designated staff in ensuring that Trustees' and Directors' regulatory obligations are properly planned and executed, including registering Trustees with the appropriate bodies
 - Ensure compliance with GDPR regulations in relation to all Board work and ensure the Boards remain up to date with legislation
 - Work with the CEOs and chair to ensure the Boards are kept up to date on safeguarding emerging practice and are accountable
 - Drive forwards with the chair and CEOs emerging practice in governance and associated development for Trustees and Directors
 - Ensure comprehensive induction plan is developed for new trustees and directors when they join the Board

- m. Develop and co-ordinate with the CEOs of Turn2Us and Elizabeth Finn Homes the annual operational planning cycle

2. To coordinate and support the annual planning process for the senior leadership teams of T2U and EFHL

- a. Develop and coordinate with the CEOs and SLTs the annual operational planning cycle for T2U and EFHL
- b. Ensure the CEOs office is complaint with GDPR legislation
- c. Co-ordinating dashboard reporting to the Board of progress against the annual business plans

These are the normal duties, which the Charity requires from the position. However, it is necessary for all staff to be flexible and all employees will be required from time to time to perform other duties as may be required by the Charity for the efficient running of the charity. This Job Description is non-contractual. It will be reviewed from time to time and may be subject to change.

The postholder will take responsibility to integrate safeguarding into all aspects of their work, complying with organisational policies and frameworks.

The post holder will be expected to ensure that their work complies with contractual terms and conditions, the Charity's policies and procedures and key legislation, including the General Data Protection Regulation (GDPR) and charity law.

Person Specification

Skills:	Necessary:	Excellent oral and written communications skills Strong minute taking and writing skills Strong organisational skills Ability to maintain quality whilst working on more than one assignment simultaneously
Knowledge:	Necessary	Microsoft Office suite Good understanding of the voluntary sector and charity governance
Experience:		Acting as board secretary within an NGO or comparable organisation Implementation and maintenance of emerging practice in charity governance frameworks Organizing meetings and events
Personal Attributes:		Discretion and tact Strong deadline orientation Self-motivated and resilient Strong attention to detail Commitment to fighting poverty and social injustice