

## Job Description

<b>Job Title:</b>	Board Secretary and Leadership Team Coordinator
<b>Department:</b>	CEO Office
<b>Reports to:</b>	Chief Executive
<b>Location:</b>	Head Office, Hammersmith, London W6 7NL
<b>Purpose of the Role:</b>	To provide a pro-active, effective and high-quality secretariat to, and governance development for, the charity's board and its leadership team.

---

### Key Responsibilities and Accountabilities:

1. To be the board secretary for the Trustee Board and its sub-committees;
2. To coordinate and support the senior leadership team's meetings and annual planning
3. To provide management and support to Executive and Facilities Support Officer

---

### Duties:

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

**2. To coordinate and support the senior leadership team's meetings and annual planning**

- a. Develop and coordinate with the CEO and SLT the annual operational planning cycle
- b. Coordinate and service the SLT meetings
- c. Ensure the CEO office is compliant with GDPR legislation

**3. To provide line management to the Executive & Facilities Support Officer**

- a. Work closely with Executive & Facilities Support Officer to ensure smooth running of the office and of the CEO's diary
- b. Ensure that the Executive & Facilities Support Officer receives regular appraisals and development

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