

B Bramber BAKEHOUSE



Bramber Bakehouse provides women with the confidence, knowledge and skills for a positive future. Our baking, wellbeing and life skills programmes are designed to support women who've experienced abuse, exploitation or displacement.

Volunteer Company Secretary

The role of the Company Secretary is to ensure the smooth and efficient running of meetings, providing assistance and support to the Chair and the Board of Trustees. The post holder will also be responsible for ensuring the charity meets its legislative and regulatory requirements including ensuring all actions are in line with the charity's governing document.

Title: Volunteer Company Secretary

Commitment: 2 hours a month, plus attendance at one 2-hour meeting, held once a quarter, located in either Eastbourne or Brighton

Salary: This is a voluntary position. Travel expenses will be reimbursed at 45p a mile

Reporting to: Chair of Trustees



PO BOX 3197
Eastbourne
BN21 3NW

Bramber Bakehouse is a registered charity no: 1172837

Role Description

Key responsibilities

- Guide the Chair and the board ensuring they operate in accordance with rules and regulations
- Support the Chair in ensuring the board functions efficiently and effectively
- Facilitate good communication between the board, any sub-committees, senior management and other team members, where appropriate
- Administrate the company, for example: registers of members, directors, and secretaries, organising board meetings and annual general meetings (AGMs), preparing agendas and taking minutes
- File necessary documents with Companies House, such as annual tax returns
- Inform Companies House of any significant changes to the company, administration or registered address
- Monitor changes in relevant legislation and the regulatory environment and take appropriate action
- Liaise with external regulators and advisers, such as lawyers and auditors where appropriate

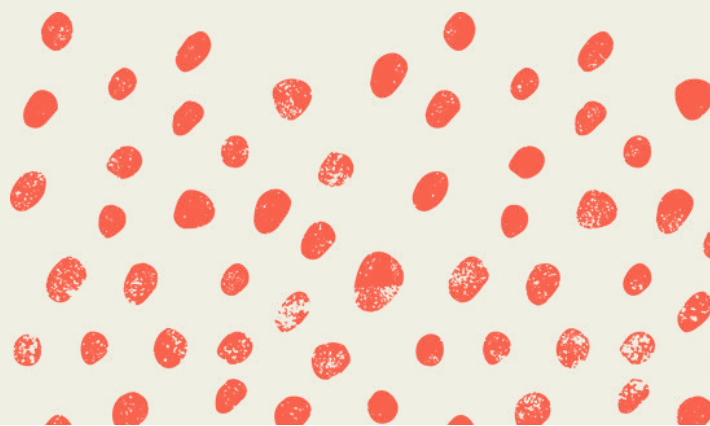
Skills, attributes and experience

- An understanding of the legal duties, responsibilities and liabilities of trusteeship
- Good verbal and written communication skills
- Interpersonal skills and the ability to work well with people at all levels
- Attention to detail and a well-organised approach to work
- A diplomatic approach and the confidence to provide support to board members and staff
- Management skills
- Team working skills
- Integrity and discretion when handling confidential information

Our commitment to equity, diversity and inclusion

We aim to achieve equity, diversity and inclusion at every level of our workforce. As a result, we're prioritising applicants with lived experience of gender-based violence, displacement, exploitation or racism. We believe organisational diversity matters and we will be more accountable and better able to assess the needs of the women we support if we have a good range of perspectives within our team.

All applicants and employees receive equal and fair treatment, regardless of age, race, religion, sexual orientation, disability or nationality. Please let us know if you require any reasonable adjustments to enable you to perform at your best during the recruiting process and following appointment.



How to Apply

To apply for this role, please complete our [short form online](#), including a copy of your CV and Cover Letter. If you have any questions, please email recruitment@bramberbakehouse.co.uk

Applications close at midnight on Friday 1st September 2023.