



Company Secretary - Role Description

We are looking for a Company Secretary to ensure the smooth and efficient running of meetings, providing assistance and support to the chair of the board of trustees. You will also be responsible for legislative and regulatory requirements affecting the charity and its' activities, including ensuring all actions are in line with the charity's governing document.

Title: Company Secretary

Commitment: 4 hours per month (approx.) including one board meeting per month lasting approx. 1.5 hours located in Eastbourne, East Sussex.

Salary: Voluntary position. Travel expenses will be paid at 45p per mile.

Reporting to: Chair of Trustees

About Us

Bramber Bakehouse provides a baking, wellbeing and employability programme for women survivors of human trafficking, equipping and empowering them on their journey to restoration and recovery.

Key Responsibilities

- To liaise with the Chairman and Operations Manager to plan, arrange and produce agendas and supporting papers for trustee meetings, AGMs, and the drafting of subsequent minutes.
- To ensure all meetings comply with the requirements of the governing document.
- To act as charity secretary and ensure that charity law, and regulatory requirements of reporting and public accountability are complied with.
- Arranging and administrating trustee meetings and any sub-committees in line with legal, and other regulatory requirements, and in accordance with the governing document.
- Monitor changes in relevant legislation and the regulatory environment and take appropriate action
- Acting as the custodian of the governing document, in liaison with the trustees, reviewing its appropriateness and monitoring that the charity's activities reflect the objects set out in the governing document. Also, to act as the holder statutory registers and books, and other legal and important documents such as insurance policies.
- File necessary documents with Companies House, such as annual tax returns and audit reports.
- Inform Companies House of any significant changes to company, administration or registered address.

Personal Specification

Essential experience and skills

Individuals must have a strong empathy with our mission to support and empower women survivors of human trafficking.

Knowledge, skills and understanding

- Record keeping, information retrieval and dissemination of information to trustees and relevant parties.
- An understanding and acceptance of the legal duties, responsibilities, and liabilities of trusteeship
- Writing agendas and concise minutes.
- Knowledge of charity law and the voluntary sector.
- An ability to work effectively as a member of a team.
- Excellent communication and interpersonal skills.
- Commitment to promoting equality and diversity.

How to apply for this role

To apply for this role, please complete the online form or email a copy of your CV and a covering letter to hello@bramberbakehouse.co.uk using the subject line: *Company Secretary*

Applications close on Wednesday 17th November 2021

If you have any questions about this role or the appointment process, need additional information or wish to have an informal and confidential discussion, please email hello@bramberbakehouse.co.uk