

June 2024

Vacancy



The Whiteley
Homes Trust

Board Secretary & Executive Assistant to CEO

37.5 hours per week

£40K per annum



**Can you embrace our core values -
respect, integrity, ambition & involvement?**

If so, we would like to hear from you!

We are a charity that manages Whiteley Village retirement community, founded over a hundred years ago in Walton on Thames, Surrey, and the Village located in 225 acres of beautiful grounds and is a very special place to live and work.

About the role: We are seeking a talented, driven, and experienced Board Secretary /Executive Assistant to provide the highest quality and comprehensive governance support to our Board of Trustees and administrative support to the Executive team. Our successful candidate will have significant governance experience, with a sound understanding and/or experience of Board Secretariat and charity governance functions. This is a full-time, primarily onsite position in Walton on Thames with some flexibility for hybrid working after the initial couple of months.

About you: As the key contact between the Board and the Executive, you will have an integral role in the organisation, providing an efficient and effective business administration and governance support service to the charity, requiring a high level of initiative and personal judgement. With the ability to multi-task, take initiative and meet deadlines, you will possess excellent interpersonal skills and accuracy along with the ability to negotiate and influence senior management.

Essential skills & experience:

- A minimum of 3 years' experience working in a governance focussed role, ideally in a charity environment. EA experience in addition is preferable.
- Solid knowledge of charity and company law, governance structures and processes
- Exceptional written skills, ability to develop policies and produce minutes and reports
- Certified DPO or experience as a DPO with a willingness to undertake qualification
- Delivery focused with the ability to prioritise and organise workload within deadlines
- Highly IT literate including MS Office - Word, Excel, PowerPoint
- Excellent presentation skills, both formally and informally
- Numerate and financially aware with the ability to analyse data and statistics
- Good ambassadorial and diplomatic skills
- Experience in team management
- Excellent organisation, prioritisation and time management skills, including diary management and meeting scheduling
- Exceptional communication skills with the ability to liaise with all stakeholders
- Highly competent IT skills including MS Office Suite.

What you will be doing:

- Provide advice and guidance to colleagues, chairs, board and committee members on matters relating to regulation, governance and the Articles of Association, liaising with

legal advisors as required.

- Maintain and improve governance procedures, and respond promptly to governance related enquiries including Auditor and Regulator queries etc.
- Coordinate and complete statutory returns, filings and communications with relevant regulators such as the Charity Commission, Companies House and the ICO
- Act as the key contact between the CEO, Directors and key stakeholders including Trustees, external visitors and stakeholders.
- Produce agendas for weekly leadership meetings, take minutes at meetings and manage follow up action as required.
- Manage the CEO's communication and diary requirements, arranging meetings and appointments, ensuring time is maximised and deadlines are met.
- Plan and coordinate various projects and meetings, including setting agendas, producing and circulating minutes in a timely manner and following up on actions.
- Act as the Data Protection Officer for the Trust.
- Support activities for key Trust compliance activities including GDPR, risk register, Business Continuity planning.
- Collate Trust Performance Indicators and produce monthly report for the Leadership team and Board of Trustees.
- Provide an efficient and professional service to the Board of Trustees and its delegated committees including organising, servicing, and attending the meetings, producing the annual calendar of meetings, agendas, supporting papers, taking and distributing minutes.
- Take responsibility for ensuring a framework of forwards programmed agenda matters for consideration at Board and Committee meetings is prepared and maintained
- Maintain the Trust's Governance Handbook.
- Maintain accurate registers and records
- Complaints administration
- Manage the Trust reception service, and support the Lead Receptionist to coordinate reception volunteers, ensuring first class first point of contact for all.

What we offer: 34 days annual leave (including Bank holidays), excellent working environment, great learning & development opportunities, life assurance, pension, employee assistance programme and free parking.

We are committed to equal employment opportunity regardless of race, religion or belief, ethnic or national origin, disability, age, marital or civil partnership status, pregnancy or maternity, sex, sexual orientation or gender identity or gender reassignment.

The Whiteley Homes Trust is committed to safeguarding and promoting the welfare of vulnerable adults and expects all staff and volunteers to share this commitment.

An enhanced DBS check and the right to work in the UK will be required.

If you require any adjustments for the application process or interview stage, please contact us and we will be happy to discuss this with you.

We review applications as they are received, so early submissions are highly encouraged. We reserve the right to close this advert once sufficient applications have been screened and progressed.

For more details or to send your CV email

jobs@whiteleyvillage.org.uk

Alternatively, call 01932 825804