

**Job Title: Charity Governance Secretariat Manager****Location**

Hybrid / Office-based (as applicable)

Salary

Competitive, depending on experience

Contract

Full-time or part time considered. Permanent

Job Purpose

The Charity Governance Secretariat Manager plays a key role in supporting the charity's governance framework by providing high-quality secretariat services to the Executive Committee, Subcommittees, and working groups. The postholder will ensure that governance processes are administered effectively, meetings are professionally organised and serviced, accurate minutes and records are maintained, and elections are managed in accordance with the charity's governance procedures.

The role requires excellent organisational skills, attention to detail, discretion, and the ability to work collaboratively with trustees, volunteers, members, and external stakeholders.

Key Responsibilities - Governance and Secretariat Support:

- Coordinate and administer meetings of the Executive Committee, subcommittees, advisory groups, and working parties.
- Prepare and distribute meeting agendas, papers, reports, and supporting documentation within agreed timescales.
- Attend meetings and produce accurate, concise, and timely minutes and action logs.
- Monitor progress against actions and decisions, ensuring follow-up with relevant stakeholders.
- Maintain governance records, registers, policies, and committee documentation.
- Support compliance with the charity's governing documents, policies, and relevant regulatory requirements.
- Assist in the preparation of governance reports and annual governance activities.

Committee Administration

- Develop annual schedules of meetings
- Coordinate logistics for meetings, including venue arrangements, virtual meeting platforms, and attendee communications as required
- Maintain committee membership records and terms of reference.
- Support committee chairs in planning agendas and ensuring effective meeting management.



Election Management

- Coordinate and administer trustee, committee elections.
- Prepare election timetables, nomination materials, candidate & voting documentation.
- Manage election processes in accordance with constitutional requirements.
- Maintain election records and prepare reports on election outcomes.

Governance Compliance and Records Management

- Maintain accurate records of trustee appointments, terms of office, declarations of interest.
- Assist with governance audits and reviews.
- Ensure records management practices comply with data protection and information governance requirements.

Stakeholder Support

- Build effective working relationships with trustees, committee members, volunteers and external partners.
- Provide advice and guidance on governance procedures and meeting processes where appropriate.
- Act as point of contact for enquires received from within the healthcare community.

Finance & Budget Management

- Work with the Association Treasurer to prepare annual budgets for presentation by the Treasurer to the Executive Committee.
- Support Subcommittee Chair budget holders in the management of their annual budgets.
- Work with the Association's accountants to prepare quarterly management reports for presentation at the quarterly Officers and Executive Committee Meetings.
- Work with the inhouse finance team to track spend against budget on an ongoing basis.
- Coordinate the preparation of the Annual Report for submission to the Charity Commission through liaison with the Executive Committee, subcommittees and inhouse finance and design teams.
- Prepare, submit and manage grant applications for submission to grant funding bodies, including drafting of budgets and completion of interim and final reports in accordance with the guidelines.
- Implement and manage a Grants log to track and manage grant funding received by the charity and report to the Executive Committee on a quarterly basis.



Person Specification

Essential Experience & knowledge

- Experience working within a charity or membership organisation, healthcare body, public sector organisation, or similar environment.
- Experience organising and servicing board and committee meetings.
- Demonstrable experience of producing accurate and high-quality minutes.
- Experience coordinating elections, appointments, or nomination processes.
- Knowledge of committee administration and meeting procedures.
- Understanding of trustee responsibilities and governance structures.
- Understanding of election administration processes.

Essential Skills

- Excellent organisational and administrative skills.
- Strong minute-taking and report-writing abilities.
- Exceptional attention to detail and accuracy.
- Ability to manage multiple priorities and deadlines, work independently and use initiative.
- Strong communication and interpersonal skills.
- Proficiency in Microsoft Office applications and virtual meeting platforms.

Desirable Experience

- Experience working within a healthcare charity, professional membership body, Royal College, or regulated organisation.
- Experience supporting trustee boards.
- Experience working with membership elections and volunteer governance structures.

Key Competencies

- Governance Administration
- Committee and Board Support
- Minute Taking and Record Management
- Election Administration
- Planning and Organisation
- Attention to Detail
- Confidentiality and Professional Conduct

