

Voluntary Company Secretary

Help Govern One of London's Leading River Charities



About Thames21

Thames21 is an environmental charity that works with communities to restore and look after rivers, water and nature across London and the Thames Basin. We believe that every river should be healthy, thriving and valued by the community it serves.

What We Do:

Empower communities to care for rivers

- We support thousands of volunteers and community groups each year to improve their local waterways and green spaces.

Restore rivers and nature

- We deliver practical river restoration projects that improve habitats, water quality and biodiversity.

Build climate resilience

- We create nature-based solutions that help communities and ecosystems adapt to climate change and reduce flood risk.

The role

We have an exciting opportunity to appoint a **voluntary Company Secretary** to support our Board of Trustees and help ensure our governance is as strong as the environmental impact we deliver. Your professional skills will support an ambitious and growing charity making a real difference to rivers, wildlife and people.

We welcome applications from people of all backgrounds and particularly encourage applications from groups currently under-represented in charity governance roles.

The Role

The Company Secretary plays an important role in supporting the effective operation of Thames21's governance.

Working closely with the Chair of Trustees, Chief Executive and Board, you will help ensure that meetings are well organised, decisions are properly recorded and the charity meets its statutory obligations as both a registered charity and company limited by guarantee.

You will be expected to attend four Board meetings and approximately two sub-committee meetings each year, together with occasional planning discussions with the Chair and Chief Executive. The role is voluntary, although reasonable expenses will be reimbursed.

What You Will Be Doing

- Supporting the smooth operation of the Board of Trustees and its committees.
- Working with the Chair and Chief Executive to plan Board and committee meetings.
- Preparing and distributing agendas and meeting papers.
- Attending meetings and ensuring accurate minutes and action logs are maintained.
- Maintaining key governance records and statutory registers.
- Supporting the filing of statutory returns and governance documents with Companies House and the Charity Commission.
- Advising trustees on governance processes and good practice.
- Assisting with trustee induction and governance documentation.
- Ensuring that the charity complies with its governing document and relevant legal requirements.
- Supporting governance reviews and improvement initiatives as appropriate.

What We Are Looking For

We are seeking someone who has:

- Experience as a Company Secretary, governance professional, trustee, board administrator or in a similar governance role.
- An understanding of company and/or charity governance.
- Strong organisational skills and attention to detail.
- The ability to produce concise and accurate minutes.
- Good judgement and discretion.
- Strong written and verbal communication skills.
- The confidence to provide procedural advice and guidance when needed.
- An interest in environmental issues, community engagement and the mission of Thames21.

Desirable but not essential:

- Experience working with charities, membership organisations, companies limited by guarantee or not-for-profit organisations.
- Knowledge of charity law and Charity Commission requirements.
- An interest in charity governance and governance improvement.

Why Join Thames21?

This role may appeal to an experienced Company Secretary, governance professional, trustee or board administrator looking to use their skills in support of a meaningful environmental cause. It could suit someone seeking a voluntary role alongside their career or as part of a portfolio of charitable commitments.

This role offers the opportunity to:

- Join a friendly, passionate and professional organisation committed to creating lasting environmental and social impact.

- See the tangible results of your contribution through projects that improve rivers, wildlife habitats and local communities.
- Use your professional skills to support a respected and ambitious environmental charity.
- Work closely with an experienced Board of Trustees and leadership team.
- Gain insight into charity leadership, strategy and governance.
- Build relationships with professionals from across the environmental, water, local government and charity sectors.
- Support practical action on river restoration, biodiversity recovery and climate resilience.

Most importantly, you will help ensure that Thames21 has the strong governance foundations needed to deliver lasting environmental impact.

Time Commitment

Approximately 6–10 days per year, including:

- Four Board meetings annually.
- Approximately two subcommittee meetings annually.
- Preparation time for meetings and governance administration.
- Occasional discussions with the Chair and Chief Executive.

To Apply

Please send your CV and a short covering letter with the reference CS0726 explaining:

- Why you are interested in becoming Thames21's Company Secretary; and
- How your experience and skills would support the role.

Applications should be sent to **recruitment@thames21.org.uk**.

Applications will be reviewed on a rolling basis until the position

Thames21, Guildhall, City of London, London EC2V 7HH. Registered Charity No. 1103997

www.thames21.org.uk

We appreciate the time you took to apply for this role, and we understand that it can be disconcerting when you don't hear back from a position you have applied for. However, due to the high number of applications we expect to receive, we are unable to respond to or provide feedback on individual applications. Nevertheless, we want to manage expectations. Therefore, if you do not hear from us within 4 weeks of the closing date, please assume that your application has **not** been successful on this occasion.