



**JUSTICE
& CARE**

Joining forces to end
modern slavery.

Company Secretary

JUSTICE & CARE

Who we are

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Slavery is the fastest growing crime in the world. There are thought to be 50 million people enslaved worldwide and, based on our own research using police data, more than 100,000 victims in the UK alone.

Justice & Care is an anti-slavery organisation working internationally to address slavery and human trafficking, provide release and care for victims, dismantle criminal networks and bring perpetrators to justice. It works to protect communities at risk from traffickers and spark systemic change by working with policy makers and other key stakeholders.

Our Purpose: Joining forces to end modern slavery.

Our Values: As an organisation we have a set of core values that underpin and inform all we do:

We are collaborative
We are courageous
We are experts
We are relentless
We are pioneering

Justice and Care is an equal opportunities employer. We value the strength of a diverse workforce and encourage applications from people with disabilities, Black, Asian or Minority Ethnic (BAME) backgrounds, LGBT+ and from different socioeconomic backgrounds.



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This role

Justice and Care is an exciting moment in its development. We have just launched a new ten year strategy and we are looking to grow and we are strengthening our foundations accordingly.

To help us we want to recruit a volunteer Board Secretary to help us ensure our governance structures are first class, that decisions are always in line with our purpose and governing documents and that we have strong administration in place to record minutes, help onboard new Trustees and deal with any official correspondence.

This is a great opportunity for the right person with a background in compliance, who has a strong attention to detail and wants to make a difference. It is also a critical role for Justice & Care as we look to grow and develop.

Job Description

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|-----------------------|---|
| Job Title: | Company Secretary |
| Reporting To: | Managing Director |
| Contract Type: | Volunteer |
| Location: | Hybrid (with some travel to London and elsewhere, but expenses paid) |
| Working Hours: | We anticipate approximately 10 hours per month; plus one day a quarter for Board meetings |

Purpose of the role

We are looking for a **volunteer** Company Secretary to work with our Board and Executive. This is a really critical role to:

- Help ensure our legal compliance - with both company and charity regulations
- Take and produce timely, concise and relevant minutes of Board and subgroup meetings
- Work with the Board's Chair, CEO and Managing Director to agree and distribute meeting agendas
- To work with the Chair and Managing Director to ensure an excellent onboarding experience for new Trustees - alongside necessary checks (e.g. references, due diligence and DBS)
- To deal with official Board correspondence

Where this role operates within the organisation and who it works with

The Company Secretary serves the Board of Justice and Care. You will therefore work closely with the Board's Chair, Trustees and from a staff perspective primarily with the Justice and Care Managing Director.



Main responsibilities

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Systems, processes and compliance

- Ensure that the Charity complies with relevant (corporate governance) legislation and regulations - we always want to do and be seen to do the right thing
- Identify opportunities to improve and simplify corporate governance frameworks and processes; making it easier for us to achieve our mission
- Provide advice to the Board on constitutional and procedural matters to ensure our decisions are sound and strategically aligned
- Ensure that our Trustees are fully equipped with the training and knowledge they need, keeping them informed and compliant with obligations such as the annual declaration of interest
- Act as the first point on contact for board, committee or corporate governance-related queries from relevant regulators - basically you will be our governance guru
- Keeping up to date with all relevant legal and regulatory developments, making sure that local policies are updated (by the team, not by you) accordingly

Keep us mission focussed

- You'll act as our governance custodian with responsibility for overseeing our governing document - reviewing, in liaison with the Trustees, its appropriateness and monitoring that the Charity's activities fulfil it
- Ensure that Trustee decisions are implemented effectively, in line with our governing document and internal procedures, keeping us on track to achieve our goals.

Administration

- Liaise with the Chair and executive to help plan, arrange and produce meeting agendas, including the AGM
- You will help us capture key discussions and decisions with guidance on minutes / actions
- To deal with official board correspondence
- To oversee the induction process of new Trustees into the charity to help them integrate smoothly into the charity and start making a difference from day one.



Person Specification

| | Essential | Desirable |
|--------------------|---|--|
| Experience | <ul style="list-style-type: none">• Working as part of or with a Board• Writing agendas and concise minutes• Knowledge of charity law• Working as part of a team | <ul style="list-style-type: none">• Background in law• Experience of serving on a charity Board |
| Skills/Abilities | <ul style="list-style-type: none">• Excellent communication and interpersonal skills• Excellent organisational skills• Ability to organise time and work to deadlines• Ability to take decisions for the good of the organisation• The ability to manage highly confidential information in a discreet professional manner• The ability to manage multiple tasks, anticipate problems and react quickly to changing priorities• To be capable in challenging others and asserting your views when needed• To be able to devote regular time to the role of Board Secretary | |
| Personal Qualities | <ul style="list-style-type: none">• Positive 'can-do' outlook• Commitment to promoting equality and diversity• Commitment to fighting human trafficking | |
| Other Comments | <ul style="list-style-type: none">• All roles require a DBS check | |



Safeguarding

Justice and Care prioritises Safeguarding. As part of our commitment to the protection of children and vulnerable people in our work, any offer of employment with Justice and Care will be subject to satisfactory pre-employment checks. Such checks may be updated periodically during the course of the period of employment. Justice and Care also participates in the Misconduct Disclosure Scheme. In line with this Scheme, we will request information from successful candidates' previous employers about any findings of sexual exploitation, sexual abuse and/or sexual harassment during employment, or incidents under investigation when the applicant left employment. By submitting an application, the job applicant confirms his/her/their understanding of these recruitment procedures.

How to apply:

You must have the right to work in the UK.

To apply for this role, please send your full CV, an equality monitoring form and a covering letter of no more than 1,500 words setting out your suitability for this post and your alignment to the essential criteria to recruitment@justiceandcare.org. Your covering letter should explicitly address the candidate requirements outlined above.

