

Top Church Training

Registered Charity No 1062241

Company Secretary

Candidate Pack



About Us

Top Church Training are a registered charity whose overall focus is to support personal development, improve employment prospects, provide practical help through difficult times and offer a gateway through which people can become more involved in community life.

We work predominantly within Dudley Borough, but can also offer our services to those living outside the area.

Our Services

We offer bespoke 1-2-1 mentoring and support for those individuals who need it. We focus on overcoming barriers, working with each individual to achieve their goals through accessing the many opportunities that we offer or can help them to access.

We run individual and group sessions in order to address their lack of hope in life and their mental health/well-being: to build confidence and self-esteem and to provide them with skills to raise life aspirations.

We run a café placement scheme and an office administration scheme to provide work experience. We also support service users with healthy eating and cooking on a budget.

Participants in these activities can access our café or admin work placements where we focus on building their confidence, self-esteem and social skills. To prepare them to return to education or training and then possibly leading them into volunteering or even employment.

Additionally, through our group sessions and activities at the café, we bring people together helping to reduce their isolation and loneliness resulting in them having improved social skills so that they become enabled to access services by themselves.



About the Role

This is an exciting time to join us as we are looking to develop the existing Board and our policies and procedures around our governance. The long term goal is to expand the Board by bringing on people with new skills, experience and backgrounds.

As Company Secretary you will play a key supporting role in helping us achieve this goal, and will use your skills and capabilities to assist the Board to operate efficiently and effectively. You will also help the charity to continue providing vital support to those who need it.

This role is for someone who is organised and methodical, with an eye for detail. You will take minutes at Board meetings and make sure the charity follows company law. You will also participate fully in Board meetings and play an important part in the strategic direction of the charity.

Together the Trustees are collectively responsible for the governance and management of the Charity, including regulatory compliance. However, the Company Secretary is expected to lead on all aspects of the charities adherence to legal and regulatory requirements, that includes submission of documentation to the appropriate body.

This includes being able to present and explain any requirements to other Trustees, to aid the Board's understanding and ability to jointly make decisions about changes to the charities governance matters.

Main responsibilities:

- To lead the administration, communication and information sharing for the Board and ensure that monitoring and other reports to relevant external agencies and individuals are produced as required.
- To ensure that the charity meets its legal and statutory responsibilities as a charity, employer, and provider of services.
- To ensure the charity is run in line with established policies and procedures and that it complies with the requirements of the governing document and relevant company law.

Desirable skills, experience and knowledge:

- Experience in one of the following: Legal, Office & Administration Management or Governance.
- A strong affinity with the vision and values of Top Church Training.
- Excellent organisational and communication skills.
- Integrity and sound judgement.
- Able and willing to work collaboratively with others.

We welcome candidates of all backgrounds, identities and experiences. We would like to diversify our Board in order to strengthen our governance and better represent the demographics of those who use our services.

Time commitment:

- The Board meets bi-monthly.
- There is currently a three year term for Trustees but we're open to being flexible around this.
- AGM.
- Annual away day.
- All Board members are encouraged and welcome to attend any events the charity holds.
- We are flexible regarding the time commitment and happy to discuss further so you can shape the time you give so it fits, to your satisfaction, with your wider life.



How to Apply

Reach TrusteeWorks are supporting us with our Board recruitment.

Please send a CV/LinkedIn profile and a cover letter in which you include why you are interested in the role and how your skills and experience would add value to the Board and send it to:

trusteeworks@reachvolunteering.org.uk

If you have any questions or require any assistance submitting your application please get in touch with the TrusteeWorks team.