



UK Registered Charity No: 1187128



Trustee & Secretary

Role Description

Role title	Trustee & Secretary
Accountable to	Chair of Trustees
Based at	Esteem office, Old School House, Shoreham-by-sea
Length of commitment	Minimum 2 years, up to 4 years (then can be reviewed)
Hours required	Approximately 1-2 hours per week
Remuneration	The Trustee & Secretary is a voluntary position, although reasonable travelling expenses can be reimbursed
Application Deadline	This opportunity remains open
Interview date	To be confirmed
Start Date	To be confirmed
Application process	<p>Send an email with your CV to hr@Esteem.org.uk requesting an application form, ensuring you include the role title in your email.</p> <p>We will only shortlist applicants that have applied directly to our HR Department providing a completed application form.</p> <p>If you would like an informal discussion about the role or have any questions, please email cat.vizor@Esteem.org.uk</p> <p>The successful applicant will be required to provide two references and complete an Enhanced DBS check.</p>

Overview

Esteem works *with* young adults aged 14 – 26 to build lasting self-Esteem and stronger communities through group activities and 1-2-1 support.

Esteem creates spaces where everyone matters.

Esteem works with 200 young adults annually across all of Sussex who face barriers to achieving their life goals. We have a base in Shoreham and offer a variety of different opportunities, including social drop-in sessions, mentoring, wellbeing sessions, volunteering and counselling. We have a dedicated staff team with various backgrounds and a commitment to championing the views of young adults throughout the organisation.

This is an exciting opportunity to volunteer for a charity that is passionate about giving young adults the chance to develop their skills and confidence, both for their own benefit and for that of society as a whole. Esteem works with young adults to run Wellbeing, Social, Mentoring and Volunteering opportunities, with a youth-led and asset-based approach.

This voluntary role of Trustee & Secretary will include duties such as organising and minuting board meetings and some administrative duties to support the board. As well as the normal duties of a trustee (see [The Essential Trustee Duties](#)) The main aim is for the Trustee Secretary to support the Chair and the CO in ensuring the smooth functioning of the board of trustees. This would also compliment other areas we seek to enhance the trustee team, which include a wide range of skills, and expertise in youth work, strategy planning, business development, financial administration and fundraising, as well as an interest in vocational and personal development for young people, combined with an in-depth understanding of our work and ambitions.

You will be jointly and severally responsible for the overall governance and strategic direction of the charity, its financial health, the probity of its activities and developing the organisation's aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines. All trustees should also be aware of, and understand, their individual and collective responsibilities, and should not be overly reliant on one or more individual trustees in any particular aspect of the governance of the charity.

During Trustee meetings, your role would be to take minutes and record actions. Following each meeting, you would write up the minutes, share with the Board, as well as support the Chair and CO to plan for the next meeting.

Individuals are sought who have a strong empathy with Esteem's goal of enabling young adults to flourish. The Esteem Secretary will be expected to contribute around 6 hours per month to the organisation, including board meetings, which run for two hours every two months, from 6-8pm at The Old School House, Shoreham. A minimum commitment of two years would be preferable. This post requires some flexibility due to the nature of Esteem being a growing organisation.

Your regular tasks and responsibilities will include:

- Attend Board meetings on Tuesday evenings every 8 weeks at Esteem, from 6–8pm
- Read meeting minutes and pre-reading documents ahead of meeting (sent at least 1 week before the meeting)
- Contribute to all aspects of Esteem's Strategy and maintain oversight of the organisation
- Ensuring meetings are effectively organised and minuted
- Ensuring meeting minutes are agreed with Chair and circulated post-meetings
- Maintaining effective records and administration
- Assisting the trustees to uphold the legal requirements of governing documents, to be compliant with charity law, company law etc. (where relevant)
- Communication and correspondence to include:
 - Liaising with the Chair to plan Board meetings
 - Draw on the Governance calendar to help plan agenda items and liaise with the CO and trustees to produce the necessary updates for review at the Board meeting
 - Receiving agenda items from committee members and staff
 - Circulating agendas and reports with trustees, staff and Esteem's youth steering committee with the support and direction of the CO and Chair
 - Assist in organising the Annual General Meeting - including
 - Developing the Agenda with the Chair
 - Organisation of venue and dates and invitations
 - Circulation of papers
 - Supporting the smooth running of the day
 - Minuting of the AGM
 - Seeking agreement of the minutes from Chair and distribution
 - Support the Trustees with organising trustee induction and ongoing training

Person Specification

Essential:

- Excellent verbal and written communication skills
- Effective time management and organisational skills
- Ability to work to specified deadlines
- A keen eye for detail
- Experience of record keeping, information retrieval and dissemination of data/documentation to Trustees (or Directors or senior managers) and relevant parties.
- Experience of writing agendas and concise minutes
- Competent computer user and able to communicate by email
- Able to exercise independent judgement and take reasonable care, skill and diligence in their role
- Commitment to working towards Esteem's values of Trust, Support, and Respect

Desirable:

- Knowledge of Charity law and the voluntary sector.
- Knowledge of, or experience in, the role of a company secretary

- Knowledge and understanding of issues affecting young adults.
- Have knowledge of Google Drive

Appointment to this role is subject to satisfactory vetting and barring checks.

To apply

Send an email with your CV to hr@Esteem.org.uk requesting an application form, ensuring you include the role title in your email.

We will only shortlist applicants that have applied directly to our HR Department providing a completed application form.

If you would like an informal discussion about the role or have any questions, please email cat.vizor@Esteem.org.uk

Sadly, without a completed application form we will not be able to consider your application.

What we offer

- **A Diverse and Inclusive Environment:** Equality, diversity and inclusion are central to Esteem's values and how we work. We are proud of our commitment to diversity and inclusion and support young adults and staff from different backgrounds so they can be their best selves. Our networks include All Sorts (LGBTQIA+), Adur Refugees and Possibility People.
- **Wellbeing Activities:** You will be invited to attend wellbeing activities that our staff team and young adults enjoy every three months in our Wellbeing Week.
- **Training Opportunities:** You will be invited to training opportunities.

Applicants that are offered an interview will be asked to provide two referees and bring ID to the interview to enable us to take up references and undertake an Enhanced Disclosure via the Disclosure and Barring Service (DBS).

Esteem welcomes applications from all sections of the community. We value diversity and promote inclusion through our activities, as well as in our policies and practices. Our culture and values reinforce this. We seek to create an inspiring and inclusive environment where all feel valued and able to contribute to the organisation.

If you have the skills, knowledge and drive that we are looking for, and are passionate about making a real difference in young adults' lives, we would love to hear from you.