



JOB ADVERT - COMPANY SECRETARY (Trustee of the Board of We Are Family)

Role: We Are Family Company Secretary and Trustee of the Board of We Are Family

Role type: Volunteer, associated expenses covered

Start date: ASAP

Location: UK-wide

About We Are Family

We Are Family is an extraordinary peer support community for adopters and prospective adopters. We're there for parents throughout their adoption journey. Online and in person, our parents' groups, events, resources, podcasts and talks offer mutual support, information and inspiration to adopters and those considering adoption. We currently operate across Greater London and the Home Counties, with ambitions to scale nationally over the coming years.

You can find out more about us [here](#).

The Role

We Are Family is seeking to appoint a committed and motivated Company Secretary who will work closely with the Board of Trustees and play an active part in the governance of the organisation.

This is a voluntary opportunity with associated Trustee expenses - such as travel / childcare - covered by We Are Family. The Company Secretary can be based anywhere in the UK.

Commitment

Commitment

Trustees are volunteers and so the capacity to devote the time needed for the following is essential:

- 4 Board meetings per year
- 2 Board away days per year (on a Saturday)

We estimate 8-10 hours for the charity per month.

Trustees will need to read papers in advance of Board meetings and may, from time to time, be asked to contribute to specific activities such as hosting Welcome webinars for new members. We Are Family staff may consult with trustees from time to time on an individual basis, during or out of normal working hours.

Board and committee meetings are held in the evening via Zoom and dates of meetings are

distributed a year in advance. The away days are held in person in central London.

All new trustees will receive an induction and associated expenses will be covered

- The normal term of appointment for a Secretary is three years, after which there is the opportunity to renew for a further three-year period.

Skills and Experience

In this role you will:

- Work directly with the Chair, Deputy Chair and Director to organise and plan for regular Board meetings, producing agendas and a supporting pack of Board papers
- Ensure minutes are taken at the Trustee Board meetings and circulated in a timely manner
- Take an active role in the governance of the Charity, ensuring that the company complies with its governing document, Charity Law, Charity Commission, and other relevant legislation
- Arrange for filings to be submitted to the Charity Commission in accordance with statutory deadlines
- Liaise with Committee Chairs to collect and distribute Committee meeting notes to the Board of Trustees
- Maintain and update statutory records including annual returns, report, and accounts, and changes to the trustee membership.

This role would suit an individual with:

- Knowledge and experience of charity governance and management
- Experience in a compliance, risk or business management role
- Excellent written and verbal communication skills
- Organisation skills, with the ability to work to deadlines
- Good IT skills, to include Zoom and Google Suite or MS Office.

Although many of our current Board members are adopters themselves, we are also keen to recruit suitably qualified people who are not, but who can demonstrate a commitment to the values and mission of We Are Family.

One of the great strengths of We Are Family is that we are volunteer and member driven, and we represent a diverse community of adoptive parents. We particularly welcome trustees from Black, Asian and minority ethnic backgrounds to ensure that the board can benefit from this diversity of experience. We would also welcome single adopters to the board.

To Apply

If the opportunity to join an exciting, rapidly growing charity appeals to you as someone able to make a valuable contribution, please get in touch!

Email applications@wearefamilyadoption.org.uk to receive a Recruitment Pack and / or for an informal conversation about the opportunity, please reach out to Liz Hocter, HR Trustee lead and Deputy Chair, via the email above.

Please note that applications are received and reviewed on an ongoing basis, therefore an early application is advised.