



Governance Officer and Company Secretary

Reporting to the Head of Finance, this is a key role within our organisation, supporting and working closely with our trustees and senior management team. You will need a thorough understanding of the responsibilities of a company secretary for a charity, alongside an understanding of charity governance. Your confident and proactive communication with senior colleagues and external stakeholders will help to get the job done. With additional responsibility for HR and the implementation of organisational policies, you will work closely with colleagues across the organisation ensuring a safe, efficient and positive working environment. Your experience of working collaboratively as part of a team is essential, as well as your ability to work independently.

The Church Urban Fund (CUF) is an inclusive organisation with a diverse workforce, we welcome all applications. We want our workforce to be truly representative of the communities we serve. Diversity is an asset to our organisation and helps us create an inclusive, welcoming environment for all.

Location: Currently homebased with a view to returning to office based later in 2021. Some homeworking and flexibility may be considered. Our office is based in Vauxhall, London.

Contract: Permanent

Hours: 35 hours per week (Flexible working arrangements considered)

Salary: £30,000 - £35,000 depending on experience

About us

The Church Urban Fund (CUF) is a Christian organisation with a vision for people and communities all over England to be able to flourish and enjoy life in all its fullness. We have been working in communities for more than 30 years, building partnerships with local people, faith-groups and organisations. Through our three entities, Church Urban Fund, Near Neighbours and the Just Finance Foundation, we work alongside other faiths and secular organisations to bring about positive change. We are committed to creating new ideas and inspiring local people to bring about long-term sustainable change.

Key Responsibilities

- **Board Administration and Charity Governance**
 - Responsible for the administration and smooth operation of the charity's formal decision-making and reporting requirements, coordinating the board of trustee meetings (at present, one per entity, per quarter) and associated committees, ensuring an effective and accurate flow of information with all members, at all times.
 - Formulate meeting agendas with the Chair and Executive Director, coordinating management of content, compilation and distribution of board papers or presentations for the meeting, in an agreed format and a timely manner
 - Record all minutes of meetings accurately recording, filing certified copies once approved.
 - Coordinate communication of board decisions to relevant individuals, ensuring assigned actions and tasks are managed appropriately (in accordance with specified timetables), and reported back to the board/committee as required
 - Ensure board of trustee meetings and all committees are properly constituted and have clear terms of reference

- Responsible for the maintenance of the trustee register, ensuring appointments are recorded appropriately with governing bodies, and exits and recruitment conducted in an appropriate and timely manner
- Complete Trustee Obligations and Ability to Act form
- Responsible for the maintenance and upkeep of the Conflicts of Interest register
- Act as Company Secretary for CUF, NN and JFF entities
- **Compliance**
 - Ensure compliance within the provisions of Companies Law and Charity Commission
 - Working with Head of Finance, submit regulatory returns to Companies House and the Charity Commission
 - Maintain the charity's statutory registers and ensure the activities of CUF and its subsidiaries are conducted in accordance with its objects as contained in its Memorandum of Association and Articles of Association
- **Policy and Procedures**
 - Working with Director of Operations, complete annual review of policies and procedures including GDPR, Safeguarding and Health and Safety ensuring they are up to date, observed and embedded.
 - Ensure legal compliance and ongoing appropriateness of policies and procedures by monitoring and implementing amendments based on changes to the law
- **Human Resources**
 - Oversee the recruitment, onboarding and exit processes of staff including the training, induction and exit procedures.
 - Monitor staff appraisals, performance management and grievances/disciplinarys communicating with managers and staff where appropriate
 - Responsible for the accurate recording and maintenance of HR records, ensuring managers are kept informed of key information and timings
 - Working with Director of Operations, coordinate the regular review and updates of HR policies and procedures, updating management guidelines and communicating with employees when appropriate.
 - Update staff handbook, adding relevant policies to shared drive and inform staff of changes where necessary
 - Responsible for recording and submitting monthly payroll additions, changes and deletions
- **Staff Wellbeing and Safety**
 - Working with Director of Operations, ensure legal Health and Safety at work compliance, including annual audit
 - Maintain the condition of the office and arrange for necessary repairs in liaison with the landlord
- **Administration, IT and Record Management**
 - Manage online and offline filing systems, including implementation of best practise guidelines with all staff.
 - Develop a business continuity plan for unforeseen events such as; loss of premises or IT failure
 - Liaise with CUF's external IT providers where necessary to ensure that all staff are properly resourced to do their work and that issues are dealt with promptly
 - Responsible for overseeing the review and renewal of annual insurance policies

Essential Skills, Experience and Characteristics

- A sound grasp and experience of charity governance, including the responsibilities of a company secretary
- Excellent verbal and written communication skills
- An ability to professionally represent Church Urban Fund with a wide range of stakeholders
- Excellent planning, project management, time management and organisational skills with ability to multi-task and organise others
- Demonstrable ability to prioritise work, to work well under pressure and adaptable to changing workloads
- Demonstrable ability to develop and maintain good working relationships at all levels
- Demonstrable experience of working with boards, sub committees and their associated members, applying a diplomatic approach and confidence in appropriate support to staff and board members
- High levels of accuracy and excellent attention to detail and deadlines, especially in minute taking and meeting arrangements
- A high level of financial literacy, analytical and problem-solving skills
- An understanding of HR administration
- An enjoyment in working independently
- Confident IT skills including competency in Microsoft Office packages

This job description is a statement of requirements at the time of writing and is not contractual. It should not be seen as precluding future changes after appointment to this role.