



Candidate pack for Honorary Secretary

Thank you for your interest in becoming the Honorary Secretary for The Separated Child Foundation. It is an exciting time to be joining us.

About us

Established in 2007, The Separated Child Foundation offers emotional, social, financial and physical support to separated children and young people in Britain who are asylum seekers or refugees. The children we support arrive with nothing, having fled their homeland because of war, terror or persecution. We currently have four part-time staff members: our Chief Executive Officer, an Executive Assistant, a Programme Manager and a Packing Coordinator, supported by six Trustees and an Honorary Secretary, 50 volunteers, and a freelance youth worker to deliver our work. We work in partnership with over 90 agencies in 100+ locations across the UK to offer a range of support to separated children.

Future direction

As a result of a sector-wide research project in 2020 to identify the unmet needs of separated children, we have recruited a Programme Manager to develop new projects to develop our work in supporting separated children further.

Board of Trustees

We currently have six Trustees (including an Honorary Treasurer) and an Honorary Secretary. Trustees currently meet every 1-2 months. The board meetings are currently run remotely using Zoom.

Trustees play an essential role in the governance of The Separated Child Foundation and its future development. The Trustees, while retaining overall responsibility for the conduct of our operation and strategy, delegate operational functions to the executive staff.

The Honorary Secretary, whilst not a Trustee, has a vital role to play in the operation of the Board of Trustees and is the contact for both the Charities Commission and Companies House.

Role description for the Honorary Secretary

Remuneration

The role of Honorary Secretary is not accompanied by any financial remuneration, although expenses including for travel may be claimed.

Time commitment

6-12 evening Board meetings per year plus time before each meeting for the preparation and distribution of the agenda - along with other papers as directed by the CEO / Trustees - and time following each meeting for the writing and distribution of the minutes. Other contact, usually by email or occasionally by telephone, will be necessary.

Reporting to

Chair of Trustees.

Role Description

The role of an Honorary Secretary includes the following tasks:-

- Ensuring that Board meeting dates have been communicated to Trustees by sending out a list of dates at the beginning of each calendar year, and including the next meeting date at the bottom of each set of minutes

- Working with the Executive Assistant to ensure that calendar invites and Zoom bookings are set up
- Co-ordinating the creation and distribution of an agenda for each meeting, incorporating additional items as they arise
- Taking minutes during Board meetings (please note the Honorary Secretary will also have access to Zoom recordings following meetings) and typing them up before sending to the CEO and Chair of Trustees for checking / approval
- Subsequently making any changes to the draft minutes before sending them to the Board and any other meeting attendees as appropriate (e.g. other members of staff)
- Liaising with the Charities Commission and Companies House regarding any changes to the Board of Trustees
- Working with the Honorary Treasurer to ensure that the Annual Report and Accounts have been filed with the Charities Commission and Companies House
- Maintain electronic records of the minutes and agendas and scan and upload any important correspondence

The above list of duties is indicative only and not exhaustive. The Honorary Secretary will be expected to perform all such additional duties as are reasonably commensurate with the role.

Qualities of an Honorary Secretary

Essential

- Commitment to The Separated Child Foundation's objects, aims and values and willingness to devote time to carry out responsibilities
- A willingness to undertake online safeguarding training (2-3 hours) within a month of taking up the post
- Good communication and interpersonal skills and the ability to respect the confidences of colleagues
- Computer skills including typing and formatting
- Ability to maintain an effective filing system, both electronic and paper
- Willingness to learn enough about the work of the charity to be able to make sense of discussions and to write action points

Desirable

- Prior experience of committee / Honorary Secretary work
- Knowledge and experience of the type of work undertaken by The Separated Child Foundation
- A wider involvement with the voluntary sector

To apply

Please send your CV and a candidate statement outlining your suitability and motivation for this role to Hannah Williams at hannah.williams@separatedchild.org