



Voluntary Role – Secretary to the Herts Disability Sports Foundation (HDSF) Board of Trustees

Post: Secretary to the Board of Trustees

Salary: This is a voluntary role. HDSF will refund reasonable travel & subsistence expenses and work-related expenses.

Location: Home and meeting venue (usually Hatfield).

Hours: A minimum commitment of 8 hours per month (inclusive of meetings).

HDSF is a relatively small charity working to support adults and children in Hertfordshire with physical and/or learning disabilities to participate in recreational sporting activities. Our mission is to “Provide and support opportunities in sports and physical activity that can be accessed by everyone, whether it be through participation, volunteering coaching or education in a supportive and non-judgmental environment.”

We work with a diverse range of partners including Day Services, special schools and community groups to provide a variety of sports/physical activities. These include online sessions, boxercise, water sports, holiday activities (which include siblings) and adapted cycling. Our team is small – just 10 people - in a mix of full time and part time roles. More information on our work can be found at www.HDSF.co.uk

Role of our Secretary: The main purpose of the role is to provide a high quality professional service to ensure the effective delivery and recording of Trustee meetings. The individual will be working closely with the Chair, Board of Trustees, and Chief Operating Officer to provide secretariat support and general governance advice. The successful candidate should be an effective communicator who is good at building relationships, has excellent organisational skills and maintains high standards of governance. They will be a trusted advisor to the Board, Executive and Working Groups, therefore diplomacy and an understanding of sensitivities relating to confidential information and deadlines when managing meetings is essential.

The Board meets face to face on a quarterly basis and online in the intervening months (total 12). We also have two Working Groups (Governance & Finance, Risk & Safeguarding) which meet quarterly, usually online.

Main Responsibilities / Duties

1) To ensure the effective delivery of Trustee meetings, including:

- Preparing meeting agendas.
- Collating and issuing papers for meetings in a timely manner and providing advice on paper content and format.
- Drafting papers for meetings.

- Producing accurate and timely minutes of meetings.
 - Tracking and following up on actions raised at meetings.
 - Recording attendance in line with our standing orders.
- 2) To establish the annual programme of meetings to integrate effectively with HDSF business and reporting cycle.
 - 3) To maintain the archive of meeting papers and minutes and respond to requests for documentation.
 - 4) Working with the Chief Operating Officer, ensure that accurate and up to date governance information is maintained on HDSF website and intranet.
 - 5) To work with the Governance & Finance subcommittee to identify and introduce improvements to governance processes.
 - 6) To assist with ad hoc governance projects as required.

Accountable to

The Chair and Charity Director, working closely with the Chief Operating Officer. The role supports Board members who are responsible and liable for the governance and functioning of HDSF, and accountable to a variety of stakeholders, including; service users, funders and the Charity Commission.

Person Specification

The successful candidate will have the following attributes;

- Educated to degree level or relevant experience,
- Highly proficient user of Microsoft Word, Excel, PowerPoint, and Adobe Acrobat and ability to learn to use new tools,
- Have experience of minute taking,
- Experience of having successfully serviced boards and committees including minute taking,
- Experience of working with Board and committee members,
- Experience of maintaining systems and records in a governance or committee environment,
- Excellent organisational skills and ability to effectively prioritise work and balance competing demands,
- Excellent verbal and written skills, including ability to draft accurate and succinct emails and papers,
- Good interpersonal and negotiation skills, tact and diplomacy,
- Ability to work without direct supervision and to prioritise own workload and multi-task.

The following attributes are **desirable**, but not essential;

- Have experience of Teams,
- Experience of charity governance.

Application Process

Please contact Sine Bates, the Chief Operating Officer via Reach to discuss your interest in our vacancy. Candidates will be requested to share their CV and attend an informal meeting with the Charity Director and Chief Operating Officer. We would like to have the successful candidate in place (with full induction) before our next quarterly meeting in September.

Equal Opportunities

We are committed to providing equal opportunities and our policy is to ensure that no volunteer application or employee receives less favourable treatment, particularly on the grounds of sex, race, colour, national or ethnic origin, marital status, disability, sexual orientation, religion or age.

We have designed this application process to help us select the best candidate for the role and to eliminate the possibility of discrimination.

HDSF is actively working towards certification as a Disability Confident Employer.

Statement of Commitment to Safeguarding of Children and Vulnerable Adults through safer employment practice

HDSF is committed to safeguarding and promoting the welfare of children and vulnerable adults. Safe recruitment of staff is central to this commitment, and we will ensure that our recruitment policies and practices are robust, and that selection procedures prevent unsuitable people from gaining access to children, young people and vulnerable adults.

All staff working with Children & Vulnerable Adults should be aware of and share the commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults when applying for posts at HDSF. Appointment will be subject to successful Enhanced DBS clearance and satisfactory references. All HDSF staff and volunteers are required to undertake regular safeguarding training.