



Come and Join us!

## **VACANCY**

### **Company Secretary (unpaid)**

The opportunity exists for the right person to join the Board of Trustees at Kehelland Trust as Company Secretary. It is a rewarding role; working for a Charity whose focus (and strapline) is People, Plants, Community. The Charity is well-known locally with a presence in Camborne Town as well as a good reputation for providing exceptional care and high quality plants and produce across West Cornwall. Staff, Volunteers and Service-Users need exceptional support and governance from the Board of Trustees to enable it to grow and thrive into the future. The Board meet around 4 times a year.

### **Kehelland Trust's Mission Statement**

***The provision of a rural, horticultural setting for the support of young people and adults with learning and/ or physical disabilities. Developing social skills, individual opportunities and active participation in the local community.***

Kehelland Trust is a Registered Charity; Charity Number: 288070 and a Company Limited by Guarantee; Company Number 01714560

### **JOB DESCRIPTION – COMPANY SECRETARY**

The Secretary's role is to ensure that all the administrative requirements for Companies House and the Charities Commission are fulfilled, and that the yearly commitments of the Board of Trustees are organised, recorded and communicated effectively.

### **RESPONSIBILITIES**

#### **Overall**

- To ensure that annual returns are completed and filed correctly and on time.
- To ensure that committee meetings are properly administered. That all paperwork is completed, minutes taken, typed, agreed, distributed and filed accordingly.
- To ensure that AGM and EGM's are properly administered.
- To ensure that all necessary records for Charities Commission and Companies House are kept up-to-date.

- To monitor Trustee action points and maintain the action log.

### **Specifically**

- To work closely with the Chair of Trustees and Centre Manager, to plan, organise and communicate details of Trustee meetings; prepare agendas and distribute accordingly (on average, quarterly).
- To ensure that all committee meetings and the AGM are run according to the Trust's Memorandum and Articles of Association.
- To ensure that correct procedures are followed for recruitment of Trustees.
- To ensure voting procedures are followed correctly.
- To ensure that meetings and resultant actions are minuted adequately and to appoint a minute-taker as appropriate. If the meeting is a closed meeting, the secretary must take minutes his/ herself.
- To ensure that Trustee records are kept up to date and filed accordingly
- To ensure the annual return goes to Companies House and the Charities Commission on time.

### **QUALITIES**

#### **Essential**

- Being organised and methodical.
- Being a good communicator (verbally and via letter and email).
- Have knowledge of Company law relating to the Company Secretary's role.
- Able to give advice on procedural matters.
- PR skills and experience.

#### **Desirable**

- A background in, or good understanding of Health and Social Care and voluntary sector organisations.
- A reasonable understanding of accounting procedures.
- Sound IT knowledge.
- Have knowledge & understanding of and genuine interest in the work of Kehelland Trust.

*Please Email your letter of application to: [kehellandtrustees@gmail.com](mailto:kehellandtrustees@gmail.com)*

Alternatively, send your letter of application to:

The Company Secretary

Kehelland Trust

Kehelland

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