

Job title:	COMPANY SECRETARY
Grade:	CS2
Location:	Putney
Responsible to:	Chief Executive
Responsible for:	Management Information Officer and Office Manager
Overall Purpose:	To ensure regulatory requirements are met and to manage the delivery of Council business for St Christopher's and its subsidiaries. Compliance responsibilities are for data protection and quality assurance. Additionally the post holder will manage a small team responsible for providing a professional, customer focussed and cost effective data management, reception, administration and secretarial services at Head Office.

Our vision is for every child and young person to be safe, loved and happy, to achieve their potential and have a bright future.

Our mission is to create brighter futures for children and young people by

Caring about children, young people and our colleagues.

Being **Respectful** of every individual and value the strengths in everyone.

Being **Professional** and committed to reflection and continuous learning.

Being **Flexible** and agile so that we can be fit for the future.

Being **Honest** about what we can do and optimistic about the future.

Being **Creative** and passionate about positive change.

KEY RESPONSIBILITIES

1. Governance

- 1.1 Ensure good governance practices and compliance with legal and regulatory requirements.
- 1.2 Provide primary support to the Chair in the management of Council meetings and delivery of Council business for St Christopher's and its subsidiaries. Ensuring Council papers are accurate, consistent and produced in a timely fashion and acting as the principal minute taker for the Council and Audit Committee. This will include preparation of agendas and reports, management of meeting schedules, assistance with the development and review of documentation associated with the Council and to act as a point of liaison for Trustees.

- 1.3 Advise the Senior Leadership Team and Council of Trustees on their legal and corporate responsibilities.
- 1.4 Prepare and present reports to the Council of Trustees.
- 1.5 Maintain confidentiality and discretion on Council business.
- 1.6 Monitor changes in relevant legislation and the regulatory environment and take appropriate action.
- 1.7 Updating the records held by our regulatory bodies such as Companies House.
- 1.8 Develop and oversee the systems that ensure the compliance and the smooth running of the organisations within the group.
- 1.9 Maintain statutory records and registers.
- 1.10 Managing and storing the company's records for example, contracts and leases.

2. Data Protection

- 2.1 To be the organisation's lead for data protection and privacy matters and to act as the organisation's Data Protection Officer.
- 2.2 To ensure that procedures across the organisation are GDPR compliant.
- 2.3 To maintain GDPR compliant policies and procedures in respect of all client and staff records, marketing and fund-raising activities.
- 2.4 To undertake an information audit of all data processing activities across the organisation.
- 2.5 To provide advice and guidance to the organisation on all aspects of data protection legislation compliance.
- 2.6 Organise appropriate staff training and briefings on data protection and information management.
- 2.7 To ensure a timely and accurate response to Subject Access Requests.
- 2.8 To maintain formal records of all data processing activities.
- 2.9 To attend and present to relevant working parties and committees as required.

3. Quality Assurance

- 3.1 To ensure that high quality QA audits, which meet the regulatory requirements of the services, are carried out across our fostering, children's homes and 16+ services in England and Isle of Man.
- 3.2 To use the findings of the audits for organisational learning.

4. Administration Management

- 4.1 To ensure effective delivery of business support administration to the organization.
- 4.2 To ensure effective planning, allocation, clear delegation of tasks and responsibilities.

The duties as outlined in this job description are not exhaustive and may change from time to time due to the changing nature of the working environment. You are expected to carry out all appropriate tasks necessary to meet the needs of the service, or as may be requested by your manager.

Person Specification

The following are objective criteria, essential for the performance of the role, which will be used to shortlist candidates for interview. You should ensure that you cover these criteria in the supporting statement that forms part of your application form.

	ESSENTIAL	ASSESSMENT METHOD
EDUCATION & TRAINING	Educated to degree level.	A
EXPERIENCE	Experience of providing support to a Council / Committee – compiling the agenda, taking minutes and preparing associated papers.	A - I
	Experience of maintaining statutory records.	A - I
	Experience of managing and leading a team.	A - I
KNOWLEDGE	Good working knowledge of data protection legislation and subject access requests.	A - I - T
SKILLS	Ability to accurately assess changes in legal and regulatory requirements and apply in a business setting.	I - T
	Ability to write and present high quality reports and statistics accurately and to handle confidential information.	I - T
	Ability to relate successfully to individuals from a wide variety of backgrounds and to communicate effectively, orally and in writing.	A - I
	Excellent time management and the ability to effectively prioritise tasks to meet required deadlines.	I - T
	Ability to work flexibly and cooperatively within a team.	I
	Understanding of, and clear commitment to, equality of opportunity, both in the delivery of services and in relation to the conduct of business with colleagues, service users and external parties.	I

A – Application

I – Interview

T -Test

St Christopher's is committed to equal opportunities and welcomes applications from all sections of the community as well as applications from candidates with care experience or experience of being a care leaver.