

**Company Secretary of Board**

Job pack

Thank you for considering this role.

As an experienced chair and the new Chair of Citizens Advice Epsom & Ewell I can say unequivocally I see a well-run charity, much respected in the local community. We are firmly focused on the impact we make on the lives of people who live, work or study in the borough. We have a highly functioning board and management team, which means the incoming Company Secretary can be confident they will be well supported as they settle into the role.

The wider Citizens Advice service provides an extra layer of support and resource, as well as access to a huge network of dedicated people up and down the country. The role of trustee provides a unique opportunity to play a critical part in shaping our strategy in the next stage of its development.

We are looking forward to welcoming a new trustee to our Board. The successful applicant will be joining a highly committed team who are proud of the difference our service makes to the lives of our clients. If you share our aims and values, and you have the right skills and experience to be Company Secretary, we'd love to hear from you.

Yvette Ball

Chair of Trustee Board

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| **Want to chat about this role?**  If you want to chat about the role further, you can contact the current Chair, Yvette Ball by emailing [chair@caee.org.uk](mailto:chair@caee.org.uk) or calling 07771 978064 |

* **The role**

We welcome people of all ages, backgrounds and experience who are passionate about helping local people in need. We value fresh ideas, alternative perspectives and different life experience. We are looking for candidates with an inclusive style who respect other people’s views and are comfortable with challenge and debate. You do not need to have been a trustee before.

To be successful in this role, as well as having ace administrative skills, you’ll be:

* able to think clearly and creatively
* able to facilitate and support a range of different meetings
* equally able to work effectively as part of a team
* effective at building relationships at all levels, including with staff, volunteers, funders and key stakeholders
* committed to the aims, policies and principles of Citizens Advice

Above of all, you’ll have the time, energy and motivation to respond to future challenges.

Your contribution and commitment can help us to change things for the better in our local community. This is an exciting opportunity for you to make a real difference to our charity in challenging times. You will enjoy the satisfaction of:

* making a positive impact for people in the local area by ensuring that Citizens Advice Epsom & Ewell is financially sustainable and meeting the needs of the local community.
* working for a worthwhile cause.
* meeting people and building relationships with trustees, staff and other volunteers.
* building on your governance, organisational and strategy skills.
* increasing your employability.

We value diversity, promote equality and challenge discrimination. We encourage and welcome applications from people of all backgrounds. We particularly welcome applications from people with disabilities and people from Black, Asian and Minority Ethnic groups, as they are currently under-represented in our workforce.

**Role profile**

We are seeking a trustee who has ace administrative skills and feels passionate about helping local people who need advice, information and advocacy in the current challenging times? Citizens Advice Epsom and Ewell need a Company Secretary to assist the Board in carrying out its duties effectively and legally to enable staff and volunteers to continue delivering a high quality service. This is a new role to build and shape as needed.

**What will you do?**

We are looking for a trustee who will:

* Maintain records legally required for a limited company and charity registered with the Charity Commission, including list of Trustees and annual accounts
* Co-ordinate meetings of the Board of Trustees, book rooms, circulate papers and take minutes of the meetings
* Keep records and archive documents
* Keep a calendar of Citizens Advice and Board requirements including insurance cover and ensure these are covered at the right time
* Confirm Board business and trustee appointments are in accordance with the law and Articles of Association
* Maintain a list of policies with review dates to be brought to the Board as required

*Legal knowledge is desirable, but not essential for this role.*

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**What do you need to have?**

You’ll need to:

* understand and accept the responsibilities and liabilities of trustees
* be non-judgmental and respect views, values and cultures that are different to your own
* exercise good independent judgement
* demonstrate good leadership and inter-personal skills
* have good listening, verbal and written communication skills
* have good numeracy skills
* be able to think creatively
* be able to work effectively as part of a team
* be willing to follow the aims, principles and policies of Citizens Advice Epsom & Ewell including confidentiality and data protection
* be willing to undertake training in your role
* desirable: to support the Board with an interest and/or knowledge or experience in one of the following areas: finance and fundraising, influencing and stakeholder management, service delivery, social media

As a trustee you will also need to work with all trustees and ensure that the board:

* guide and govern the service, shape strategy and set targets - and evaluate the performance of the organisation
* monitor the financial position of charity ensuring that it operates within its means and objectives, and that there are clear lines of accountability for day to day financial management

seek the views of all sections of the community and monitor how well the service meets the needs of the local community

* ensure that the service plans for the recruitment and turnover of staff and volunteers
* review its performance and how effectively it operates including action for improvement

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The trustee board usually meets in the daytime and you’ll need to spend between 5 and 8 hours per month of your time. Expenses will be reimbursed.

**Valuing inclusion**

Our volunteers come from a range of backgrounds and we welcome applications from disabled people, people with physical or mental health conditions, LGBT+ and non-binary people, and people from Black Asian Minority Ethnic (BAME) communities.

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**Contact details**

To apply please complete the attached form and send your CV to chair@caee.org.uk by 28th November 2022

**About Us**

Citizens Advice Epsom & Ewell is a local charity that helps people to solve their problems and find ways forward. It is run by volunteers, supported by a small team of paid staff.

**Our Vision**

To create an environment in which everyone living, working or studying in the Borough is easily able to get the advice they need for the problems they face.

**Our Mission**

To provide free, confidential, and impartial advice on issues affecting people’s day to day lives; and

To effect changes to government policy and practices at both local and national level, which materially improve the lives of our clients.

**Our Strategic Objectives**

To provide an accessible, expert advice and information service - by utilising telephone, digital and outreach channels, and working in partnership with others, to complement the face-to-face services provided from our Epsom office, which benefits as many clients as possible and responds to changing patterns of demand.

To improve the policies and practices which affect people’s lives - by developing and contributing to research and campaigning activities which lead to material improvements in public and private sector policies and practices.

To ensure the long-term sustainability and effectiveness of CAEE services - by focusing on good governance, robust financial management and secure funding, developing skilled and motivated staff and demonstrating our positive impact on the wider community.

**Our Values**

**We’re inventive.** We’re not afraid of trying new things and learn by getting things wrong. We question every idea to make it better and we change when things aren’t working.

**We’re generous.** We work together, sharing knowledge and experience to solve problems. We tell it like it is and respect everyone**.**

**We’re responsible.** We do what we say we’ll do and keep our promises. We remember that we work for a charity and use our resources effectively.

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**More About Citizens Advice Epsom & Ewell**

Location: The Old Town Hall, The Parade, Epsom, Surrey, KT18 5AG

Service Delivery: We deliver our service through as many different channels as we can, to make sure we are accessible to everyone. This includes face to face, phone, video conferencing, email and webchat. We are operating a hybrid system of remote working and in-office, for the foreseeable future.

Specialist services: Mid and East Surrey Mental Health Outreach service for clients with mental health issues across mid and east Surrey.

Specialist Debt for local people with critical debt issues

Legal Aid Housing Solicitor

Tribunals & Appeals

Specialist access: Textphone for deaf clients, Wheelchair access,   
Disabled toilet, Phone translation service

Number of new enquiries: Approximately 3,000 per annum

Number of client contacts: Approximately 11,000 per annum

Main types of enquiries: Benefits, debt, housing and employment

Number of volunteers: 55 advisers and assessors (incl trainees)

13 paid staff

6 members of the Trustee Board

Area served: Borough of Epsom and Ewell

Population: 75,100 (taken from the 2011 census)

While Epsom & Ewell as a whole is relatively well-off, this masks two wards with the highest deprivation indices. Epsom & Ewell has the highest percentage of ethnic minority groups among all the districts in Surrey.

**Our Governance & Management**

We are governed by a Trustee Board. Our trustees are all volunteers from the local community who have gained considerable skills, knowledge and experience in their working lives. The Board works with the Chief Executive and other staff to guide, govern, shape strategy, and give direction.

Applicants for the position of trustee are interviewed by a panel of trustees. Those selected are proposed for appointment either by resolution of the Board or by election at a General Meeting. The Chair, Vice Chair and Treasurer are elected annually at the next Board meeting following the date of the Annual General Meeting. As part of their induction, new trustees are encouraged to sit in on client interviews, having signed a confidentiality agreement, to help develop their understanding of the work of the bureau, and to attend the short induction course organised by the National Association.

**Responsibilities of Trustees**

Trustees have the skills, knowledge and experience to help guide and govern our service, shape strategy and give direction to the organisation. This includes making sure that the charity is:

* Doing what it was set-up to do, such as offering high quality advice services to the local community.
* Complying with the law, including upkeep of premises, insurance, recruitment and equipment.
* Securing money to meet current and new demands and ensuring that all funds are used responsibly.
* Recognised and valued by local organisations, funders and people, who are aware of the vital service Citizens Advice Epsom & Ewell provides locally.

Citizens Advice Epsom & Ewell (which dates back to 1939) is a registered charity and a company limited by guarantee incorporated on 27 September 2000. The maximum liability of each member is limited to £1. We are governed by our Memorandum and Articles of Association as amended on 13 January 2011. We are authorised and regulated by the Financial Conduct Authority.

By invitation, Epsom and Ewell Borough Council appoints two councillors as its representatives to attend meetings of the Board as non-voting observers. Our President is the Mayor of Epsom & Ewell.

The Chief Executive is responsible for delivering our strategic objectives and for the day-to-day management of the organisation, its paid staff and volunteers.

The Board usually meets quarterly and has two committees with responsibilities respectively for Finance and Human Resources. Each of them has written terms of reference that are reviewed periodically. In addition, there are also groups that meet as and when required such as Fundraising and Research & Campaigns. Several of our trustees have responsibility for specific areas of the Board’s work eg. Finance, Governance, Human Resources.

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| **Overview of Citizens Advice**   |  |  | | --- | --- | | The Citizens Advice service is made up of Citizens Advice - the national charity - and a network of around 280 local Citizens Advice members.  We are part of a network of independent charities, delivering services from   * over 600 local Citizens Advice outlets * over 1,800 community centres, GPs’ surgeries and prisons   They do this with:   * 6,500 local staff * over 23,000 trained volunteers   Our reach means 99% of people in England and Wales can access a local Citizens Advice within a 30 minute drive of where they live. | https://lh5.googleusercontent.com/r8suuMK2Y1jlNYRk0lSUl754bSwmNYAJobX-F9ffjexbCyPchw5197ffUyCrom3-bxGgy_E0fqO2Re9Dxk0UtXRs940bi9gIIzX24uYthNRbwQm6lKqY9AnpSF_d5Fn9vqek1OG2 | |
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