Job Description – Company Secretary and Administrator

**Job Title:** NCFed Company Secretary and Administrator

**Salary:** £20 per hour

**Hours:** Average 45 hrs per year with potential further hours to be approved by NCFed Directors. Typically 8 meetings per year at approx 3.5 hours per meeting plus additional admin time.

**Term**: No end date. Annual reviews.

**Location**: Remote working with minimum of one annual visit to a physical

location **Annual Leave:** n/a - Freelance

**Accountable to:** Directors & Affiliated Member Groups

**Partnerships:** Companies House

## About the Role:

To work closely with the NCFed Directors, helping them retain oversight on the core functions and aims of NCFed, with a focus on maintaining good record keeping and due diligence with regards to legal responsibilities. To update Companies House records and to file annual documents as required by law. To attend NCFed Director and Group Representative meetings and to take minutes and produce meeting agendas. To maintain membership records and ensure that all subscriptions are up to date.

Carried out on a self-employed basis & reviewed annually. The appointment is made by the discretion of the Directors and can be terminated by Director's decision in accordance with the terms of employment and NCFed's Grievance policy. The successful applicant will expect to pass a probationary period of 9 months to continue in the role for the full term.

The Secretary will report to The Chair or other nominated director for day-to-day decision making and guidance. The Chair or other nominated Director or Directors will support the Secretary in carrying out his/her responsibilities by keeping good lines of communication operating.

## Organisational Responsibilities:

- To be formally named and registered as NCFed's Secretary with Companies House;
- To arrange a registered postal address for NCFed to allow communication with Companies House and the wider public.

## Secretary Specific Responsibilities:

- To ensure that agendas and minutes of all meetings are prepared according to current NCFed policy, stored and made available to all members of affiliated groups.

- To update all NCFed records at Companies House as needed - appointments, resignations, changes of address, etc.
- To deal with any correspondence received on behalf of NCFed.
- To review and update any secondary rules (internal NCFed policies) in accordance with the resolutions of any properly convened meeting.
- To ensure that membership subscriptions are up to date (including liaising with the Treasurer to confirm payments).
- To keep records of all affiliated and supporter members in accordance with any current data protection legislation.
- To conduct all public communication in a professional and positive manner, and in accordance with current legislation and best practice (including data privacy) and in accordance with any responsibilities delegated to sub committees that Directors deem necessary to meet the company's aims.
- To support the Directors as needed to fulfill their legal obligations and help them deliver the strategic aims of NCFed. The role of NCFed Directors is described below.

## Required Skills, Experience and Competencies

| Essential | Desirable |
|---|---|
| Demonstrable competence using Microsoft Office software including Word and Excel | Experience of performing secretarial/ administrative duties in a previous role |
| Demonstrable competence using online meeting software including Zoom | Demonstrable knowledge/experience of restoring/managing coppice woodlands |
| A good communicator, both written and verbally, able to adapt to a range of audiences and to communicate in a professional, collaborative and solution-focused manner | Drivers licence |
| A great team worker, taking ownership of the responsibilities of the role, building positive collaborative working relationships with colleagues, and being adaptable in the face of changing situations | Demonstrable knowledge of NCFed and its strategic aims |

**Additional Information:**

Whilst the role of Secretary is not that of a Director they are required to work closely with Directors, acting as a key support to them, so it is important to have a clear understanding of the Directors' role and function. This information is provided below for context.

**ROLE OF DIRECTORS**

***Strategy:***

*• To work with Directors, Sub-Committees and affiliated Member Groups to develop and work to NCFed's Strategy.*

***Governance:***

*• To work with Directors, sub-committees and affiliated Member Groups to ensure NCFed has clear, fair systems by which it is controlled and operates, and mechanisms by which the organisation, and its people, are held to account.*

***Finance & Funding:***

*• Work with other Directors and the NCFed Treasurer to ensure that NCFed maintains a strong and viable financial position.*

*• To identify to other Directors any potential sources of funding that could increase the scope and breadth of NCFed's aims and objectives.*

***Impact:***

*• To work with Directors, sub-committees and affiliated Member Groups to showcase the impact of NCFed.*

*• Develop our reputation and presence in national discussions on coppice management where appropriate, in line with our Strategy.*

***Appointment:***

*• Directors may be co-opted directly by the existing NCFed Directors for the period up until the next AGM; or*

*• Directors may be proposed and seconded by an affiliated Member Group.*

**To apply:**

**Please send a copy of a CV and Covering Letter explaining why you would like to apply and what makes you suitable for the role to directors@ncfed.org.uk by 10pm on 22nd July. Interviews will be held online on 4th August.**