

Epsom RDA

Trustee Job Description

Honorary Secretary

Epsom RDA provides opportunities for disabled people to improve their health and well-being through the therapeutic power of horses.

We are a thriving charity providing therapy, fun and achievement for over 200 disabled participants delivered by a team of volunteers and our own herd of ponies. We have exciting plans for growth and to increase the range of activities we offer.

To assist us in this we are looking for an Honorary Secretary trustee with a focus on ensuring that Epsom RDA meets its constitutional and statutory responsibilities. We are looking for someone with a detailed understanding of charity governance, ideally gained through experience of working or volunteering in a leadership role for a charity. Excellent organisational and communication skills are essential, as is a desire to drive improvements and get things done.

As we are entirely run by volunteers, trustees need to be hands on and be able to collaborate with volunteers to achieve our aims. We foster an environment that is inclusive as well as diverse, where our people can be themselves. Every idea and perspective is valued so that we can reflect the community we serve.

Key Responsibilities:

- Work with fellow trustees to ensure that the board fulfils its responsibilities for governance and driving the strategic direction of the charity;
- Be familiar with the charity's governing document, legal responsibilities of charities under the Charities Act 2009 and the charity's internal governance documents;
- Work with the Chair to drive board effectiveness and performance and ensure that this is reviewed regularly;
- Ensure board of trustees are aware of the requirements to comply with relevant codes e.g. Charity Governance Code, plus relevant legislation relating to health and safety and safeguarding etc
- Help to ensure that trustees file all relevant statutory returns and information with charities regulator (e.g. Annual Report and Accounts, changes to the charity's details and/or trustees' details).
- Plan and deliver the annual governance cycle including production of supporting papers for trustee meetings and preparation of the Annual General Meeting (AGM);
- Maintain our register of members, register of trustees and register of trustees' and secretary interests;
- Keep up to date with developments in best practice in charity leadership and governance through networking with other charities and RDA groups;
- Be the Group contact point for RDA National on governance related matters.
- You will also be required to be a member of the Finance, Performance and Governance Sub-Committee;

Skills and attributes:

- An understanding of charity governance gained in a charity or voluntary sector leadership role;
- Excellent organisational and strategic planning skills;
- The ability to drive improvement, informed by evidence and best practice from across the voluntary sector;
- An understanding of our service users and their needs

Whilst there are no set hours, given the hands-on nature of all of our trustee roles, the successful candidate will need to commit to a minimum of three hours per week on average. Whilst the role can be performed remotely, there is an expectation that the trustee will attend face to face meetings quarterly.

To apply, please email Laura.Hales@epsomrda.org.uk with a personal statement of no more than one page, setting out how your skills, experience and interests would make you a good fit for the role.

For an informal chat about the role, please email Laura.Hales@epsomrda.org.uk