



Voluntary Role – Secretary to the Enabled2Parent Board of Trustees

Post: Secretary to the Board of Trustees

Salary: This is a voluntary role. Enabled2Parent will refund reasonable travel & subsistence expenses and work-related expenses.

Location: Home (Online).

Hours: A minimum commitment of 8 hours per month (including meetings).

About Enabled2Parent

Enabled2Parent is a charity that provides assessments, information and advice about life as a disabled parent and those with additional support needs. It supports parents and professionals and works with organisations across all sectors to raise awareness about the challenges these parents and their families face.

We also provide peer support to mothers and fathers and advocate for them.

We have received grants from the National Lottery Community Fund and Sussex Community Foundation and plan to set up support groups for mothers nationwide. We also exhibit at various shows and speak at conferences connected with parenting and disability parenting and disability.

More details of our work can be found at www.enabled2parent.org

Role of our Secretary: The primary purpose of this role is to provide a high-quality professional service to ensure the effective delivery and recording of trustee meetings. The individual will work closely with the Chair, Board of Trustees, and Founder to provide secretariat support and general governance advice. The successful candidate should be an effective communicator who is good at building relationships, has excellent organisational skills, and maintains high governance standards. The Board meets online every other month (a total of six meetings).

Main Responsibilities / Duties

1. To ensure the effective delivery of Trustee meetings, including;
 1. Preparing meeting agendas,
 2. Collating and issuing papers for meetings promptly,
 3. Producing accurate and timely minutes of meetings,
 4. Tracking and following up on actions raised at meetings,
 5. We are recording attendance in line with our standing orders.
2. Work with the Founder and chair to create an annual meeting programme that aligns with reporting cycles.
3. To maintain the archive of meeting papers and minutes and respond to requests for documentation.

4. Working with the Founder, ensure that the Enabled2Parent website and intranet maintain accurate and up-to-date governance information.

Accountable to The Chair and Founder, the role supports Board members who are responsible and liable for Enabled2Parent's governance and functioning and accountable to a variety of stakeholders, including service users, funders, and the Charity Commission.

Person Specification

The successful candidate will have the following attributes;

- ◆ Educated to degree level or equivalent relevant experience,
- ◆ Highly proficient user of Microsoft Word, Excel, PowerPoint, and Adobe Acrobat and ability to learn to use new tools,
- ◆ Have experience of minute taking,
- ◆ Experience of having successfully serviced boards and committees,
- ◆ Experience in maintaining systems and records in a governance or committee environment,
- ◆ Excellent organisational skills and ability to effectively prioritise work and balance competing demands,
- ◆ Excellent verbal and written skills, including the ability to draft accurate and succinct emails and papers. The following attributes are desirable but not essential;
- ◆ Have experience with Teams & Zoom,
- ◆ Experience in charity governance.

Application Process

Please email us [at info@enabled2parent.org](mailto:info@enabled2parent.org) or via Reach to discuss your interest in our vacancy. Candidates will be requested to share their CVs and attend an informal online meeting. Final closing date for this role will be 1st December 2024

Equal Opportunities

We are committed to providing equal opportunities, and our policy is to ensure that no volunteer application or employee receives less favourable treatment, particularly on the grounds of sex, race, colour, national or ethnic origin, marital status, disability, sexual orientation, religion or age. We have designed this application process to help us select the best candidate for the role and eliminate the possibility of discrimination. Enabled2Parent is actively working towards certification as a Disability-Confident Employer.

Statement of Commitment to Safeguarding Children and Vulnerable Adults through safer employment practice

Enabled2Parent is committed to safeguarding and promoting the welfare of children and vulnerable adults. Safe recruitment of staff is central to this commitment, and we will ensure that our recruitment policies and practices are robust and that selection procedures prevent unsuitable people from gaining access to children, young people and vulnerable adults.

When applying for posts at Enabled2Parent, all staff working with Children and Vulnerable Adults should be aware of and share the commitment to safeguarding and promoting the welfare of children, young

people, and vulnerable adults. Appointment will be subject to successful Enhanced DBS clearance and satisfactory references. All Enabled2Parent staff and volunteers are required to undertake regular safeguarding training.