



**FENIKS. Counselling, Personal Development and Support Services Ltd.**  
St. Margaret's House, 151 London Road, EH7 6AE, Edinburgh  
+44 7510 122 425, e-mail: [info@feniks.org.uk](mailto:info@feniks.org.uk)  
[www.feniks.org.uk](http://www.feniks.org.uk)

## **Charity Secretary to the Board of Trustees**

### **Role Description**

#### **About Feniks:**

- Feniks was established in 2007 as a small charity to improve outcomes for Edinburgh's Central and Eastern European (CEE) migrant communities. For 12 years, the organization has provided a range of confidential and holistic support services to promote the wellbeing and rights of the city's largest ethnic minority group including 1-1 counselling, psychotherapy and personal development services, group support and outreach activities.
- Since its inception, Feniks has grown and developed into a successful organization working in partnership with statutory services and other voluntary sector partners to deliver the best outcomes for CEE community members in Edinburgh and it continues to grow and evolve in response to the needs of the population it serves.
- This is a great opportunity to become involved in an organization providing essential services that respond to the needs of marginalized communities in Edinburgh, while developing skills and confidence in governance and management skills.

#### **Overall purpose**

- The Charity Secretary will be primarily responsible for the smooth and efficient running of meetings of the Board of Trustees and any sub-committees, providing assistance and support to the Chair of the Board of Trustees.
- The Charity Secretary will be closely involved in monitoring compliance with legislative and regulatory requirements affecting the charity and its activities, ensuring that the Trustees' decisions are acted upon, and that all decisions made by the Trustees are in accordance with the governing documents, reflect the objects of the charity, and continue to provide public benefit.
- The Charity Secretary should be responsible for keeping the 'conscience' of the charity, by way of ensuring that the Trustees continue to take decisions and act in line with the governing document, and comply with the relevant legislative and regulatory requirements the charity is subject to.

#### **The Secretary of Feniks will:**

- Liaise with the Chair and Chief Executive Officer to plan, arrange and produce agendas and supporting papers for Trustee and AGM meetings and for drafting the subsequent minutes. Will accurately record decisions and actions in the minutes and report to the next committee meeting on the progress of actions and the result of decisions.
- Liaise with relevant staff, committee members and/or volunteers to ensure that charity law, and regulatory requirements of reporting and public accountability are complied with, and that the



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appropriate policies and procedures are in place and support the production of the documentation.

- Ensure that all meetings comply with the requirements of the governing document.
- Support the Trustees in fulfilling their duties and responsibilities, organising trustee induction and ongoing training.

### **Commitment**

The Treasurer will be expected to contribute around 8 hours per month to the organisation, including board meetings (approximately one per month). A minimum commitment of two years would be preferable. This post requires some flexibility as the Board of Trustees meets during weekday evenings on average once per month.

### **Remuneration**

The Charity Secretary is a voluntary position, although reasonable travelling expenses can be reimbursed.

### **Person Specification**

- Excellent verbal and written communication skills.
- Effective time management and organisational skills.
- Ability to work to specified deadlines.
- Record keeping, information retrieval and dissemination of Management Committee data/documentation to the Trustees and relevant parties.
- Writing agendas and concise minutes.
- Competent computer user and able to communicate regularly by email.
- Able to exercise independent judgement and take reasonable care, skill and diligence in their role on the Board.
- Willing and able to fulfill the legal duties of a Company director as set out in the Companies Act 2006, and the legal duties of a Charity Trustee.
- Knowledge of Charity law and the voluntary sector.
- Willing and able to fulfil the legal duties of a Company director as set out in the Companies Act 2006, and the legal duties of a Charity Trustee.
- Knowledge and understanding of issues affecting migrant communities in Edinburgh/Scotland more widely, particularly those from CEE countries.
- Ability to communicate in a CEE language is desirable but not essential.
- Commitment to working towards equality and supporting the mission and vision of Feniks is essential.



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For more information please see: [www.feniks.org.uk](http://www.feniks.org.uk). For informal enquiries about this post, please contact Feniks at 07510 122 425 or [info@feniks.org.uk](mailto:info@feniks.org.uk). To apply, please send a CV and cover letter to [info@feniks.org.uk](mailto:info@feniks.org.uk).

**Deadline for applications is 12pm on Monday, 18<sup>th</sup> February 2019**