



Voluntary Charity Governance and Company Secretary

Location: Hybrid

We are looking for a skilled and motivated Governance and Company Secretary professional to support our Board of Trustees and help ensure the organisation operates to the highest standards of governance and regulatory compliance.

Key Responsibilities

- Advise the Board of Trustees and Executive Team on governance, compliance and regulatory matters.
- Coordinate and manage Board and Committee meetings, including the preparation of agendas, papers and accurate minutes.
- Ensure all statutory filings and reporting obligations with the Charity Commission and Companies House are completed on time.
- Lead and support policy reviews, risk management processes and governance framework development.
- Assist with Trustee recruitment, induction and ongoing development and training.

About You

You will bring:

- A strong understanding of charity governance and charity law.
- Excellent organisational and written communication skills.
- Experience supporting Boards or Committees within the charity or not-for-profit sector.
- A professional qualification with ICSA/CGI, or be working towards one (desirable).

This is an opportunity to play a key role in strengthening governance and supporting the meaningful work we deliver every day.

How to Apply

Please send your CV and a cover letter outlining your suitability for the role to Caroline at Caroline.liggins@thewestway.org