

Governance Trustee

Purpose

To lead board oversight of governance, corporate secretary responsibilities, compliance, policy review, risk, records, Charity Commission timetable, Incident reporting, board papers, minutes, and action tracking.

Key responsibilities

- Oversee Charity Commission filings and regulatory submissions, ensuring deadlines are met.
- Maintain the board meeting calendar and governance timetable.
- Draft or coordinate board agendas with the Chair.
- Circulate board papers and ensure decisions required are clear.
- Produce concise, action-orientated minutes of trustee meetings.
- Maintain and update the board action log.
- Maintain governance records, trustee declarations, policy review timetable, and key compliance documents.
- Lead the risk register review and ensure major risks are visible to the board.
- Advise the board on key Charity Commission guidance and governance expectations.
- Support trustee induction, role clarity, succession planning, and board effectiveness review.
- Support the Chair in ensuring the board acts within the governing document and agreed delegation framework.
- Work with the Treasurer / Finance Trustee where finance, statutory reporting, compliance, or risk overlap.
- Support the rebrand from a governance, risk, regulatory, records, and implementation perspective.

Person specification

- Governance, corporate secretary, compliance, legal, risk, charity administration, senior administration, HR, project coordination, or board support experience.
- Strong attention to detail and reliability.
- Ability to turn discussion into clear decisions, minutes, and actions.
- Confidence in handling confidential information.
- Good digital skills, including shared documents, board papers, remote meetings, and action tracking.
- Ability to interpret guidance and help the board apply it proportionately.
- Commitment to good governance in a small, values-led charity.

**Changing young lives, one at a time.
Caring and educating vulnerable children in the Philippines.**

Registered Charity CIO No 1198301 Tel: 0300 102 4509

e-mail: office@childrenofthedump.org.uk

www.childrenofthedump.org.uk

Time commitment

Approximately one to two days per month, with additional time around board meetings, Charity Commission deadlines, governance reviews, policy updates, and the rebrand.

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