



Position	Board Secretary
Department	Multi-departmental
Responsible to	Vicar, Chairman of Board
Salary	£35,000 per annum, pro rata
Location	St Martins, Trafalgar Square, WC2N 4HJ
Full-time/Part-time	Part-time (3 days per week)

Role overview To provide coordination and administrative support for the St Martin-in-the-Fields Board, Executive Committee, Steering Group and Joint Meeting Group, including scheduling meetings, creating a system of communication, coordinating the preparation of meeting materials such as board papers and reports, taking minutes and overseeing aspects of governance. This role will also provide support to two other charities associated with St Martin's: the Society for the Advancement of the Christian Faith and the Vicar's General Fund.

Background

St Martin-in-the-Fields (St Martin's) is a remarkable place to work. Located in the heart of London on Trafalgar Square, we are a place for everyone, everywhere, every day – to worship, reflect, relax, meet, eat and drink, enjoy the arts and much more. The church is a 300-year-old architectural jewel. We have iconic spaces that attract hundreds of thousands of people to our site each year. St Martin's has five boards, overseeing each of the five principal branches of the organisation, namely the Trust, the Charity, St Martin-in-the-Fields Limited, the PCC and The Connection.

The Society for the Advancement of the Christian Faith is a charity associated with St Martin's. It was founded in 1691 and received its royal charter in 1794. The society contributes funds towards training and religious instruction for clergy and laity of Anglican dioceses in the West Indies and the Indian Ocean.

The Vicar's General Fund was set up to support the Vicar in his wish to relieve need, poverty sickness or distress, in his provision of assistance for the homeless and, more generally, his perception of ways in which to further Christianity and education both for St Martin's and the wider world. Its principal current role is to support emerging mission initiatives at St Martin's and since the start of covid to ensure the financial stability of the business and PCC. It has been a key part of the Vicar's ministry since he came to St Martin's in 2012.

Nature and scope of the job

The Board Secretary is primarily responsible for the smooth running of the St Martin's Board, Executive Committee, the Steering Group and the Joint Meeting Group and its sub-committees. They will ensure ongoing compliance with authorisation and supervision requirements, maintain the trustee governance tool, and ensure meetings are arranged and papers are prepared in line with expectations. The successful candidate will also be responsible for providing a degree of secretarial support to the Vicar, who is essential to cross-site coordination and who sits on the Boards and committees, and the trustees whilst maintaining an understanding of the organisation, its assets, and its organisational culture.

Main duties and responsibilities

- Taking minutes for all meetings, and ensuring minutes are accurately written up and circulated to members of the Boards and committees in a timely manner incorporating corrections from office-holders;
- Arranging meetings and liaising with board/committee members and trustees regarding upcoming meetings and their availability;
- Following up with key stakeholders with action points and providing support and encouragement for actions to be completed, including gentle encouragement for the timely submission of any outstanding papers or completion of appropriate actions;
- Preparing materials such as reports and presentations, encouraging the submission of board papers and collating papers in preparation for each meeting; and
- Ad hoc executive support for the Vicar in his role across the principal branches of St Martin's and the associated charities, including appointments, travel arrangements and correspondence.

Knowledge, skills and abilities

We are looking for an experienced company secretary who is enthusiastic and detail-oriented, who is keen to embrace challenges head-on and relishes working in a dynamic environment.

You will have:

- Exposure to or experience in a previous board-facing role;
- Excellent communication skills, both written and verbal, with a flair for stakeholder diplomacy;
- Exceptional organisational skills and ability to manage multiple stakeholders;
- The ability to show discretion and treat information confidentially;
- Knowledge of relevant computer systems and software programmes (Microsoft Office);
- Integrity, high personal standards and sound judgement; and
- Commitment to wholeheartedly endorse and embrace the ethos and mission of St Martin's and to live this out in all elements of the role.

Who we are looking for

SMITF welcomes applications from all sections of the community and is committed to maintaining an inclusive working environment, with a diverse workforce. We value uniqueness, equality and representation and appoint on merit.

Why should you apply?

- You want to progress your career and increase your own knowledge and skills in a supportive and compassionate environment;
- You want a competitive salary and benefits; and
- You want to work in a progressive and inclusive environment that celebrates individuality and self-expression every day.

How to apply

To apply for this post, please email the following to peopleandculture@smitf.org by **21.04.2023**:

- A supporting statement, explaining why you believe you will excel in this role
- An up-to-date CV detailing your relevant achievements

Interviews will be held as suitable applications are received. SMITF reserves the right to close and appoint to this role within the stated advertising period, and so advises early applications are submitted.