

Job Description: Volunteer Company Secretary for Fertility Charity in Jersey

Are you passionate about supporting people on their fertility journey? Tiny Seeds is seeking a dedicated and experienced Company Secretary to join our team on a voluntary basis. This is an excellent opportunity to lend your skills to a vital cause, work with a passionate team, and help support those in need.

Position: Volunteer Company Secretary

Location: Jersey, Channel Islands

Reports to: Board of Trustees/Chair of the Board

Commitment: Flexible (approximately 4-6 hours per month)

About the Charity:

We are a fertility support and awareness charity based in Jersey, dedicated to supporting anyone facing a fertility challenge. We provide vital information, guidance, and support, as well as raising awareness and advocating for improved fertility services within the community. We are looking for a dedicated volunteer to serve as our Company Secretary and contribute to the growth and success of our organisation.

Role Overview:

The Company Secretary will play a critical role in ensuring the charity's compliance with legal and regulatory requirements, governance standards, and the smooth running of board activities. This is a volunteer position requiring strong organisational and communication skills, as well as a passion for our cause. The Company Secretary will work closely with the Board of Trustees and the Charity Operations Manager to support the charity's operations.

Key Responsibilities:

- **Governance and Compliance:**
 - Ensure the charity complies with legal and regulatory requirements under Jersey law, including the Companies (Jersey) Law, 1991 and other relevant legislation.
 - Maintain the charity's records, including the register of trustees and statutory filings with the Jersey Financial Services Commission (JFSC).
 - Assist in the preparation and filing of the charity's annual confirmation statement, tax return and other regulatory documents.
- **Board Support:**
 - Organise and coordinate board meetings, including scheduling, sending out agendas, and ensuring board papers are prepared and distributed in a timely manner.
 - Take minutes at board meetings and ensure they are accurately recorded and signed off.
 - Advise the Board of Trustees on governance matters and best practices.
 - Ensure that the Board's decisions are properly documented and followed up as necessary.
- **Policy and Procedures:**
 - Support the development and review of the charity's governance documents, including the Articles of Association, policies, and procedures.
 - Ensure that the charity adheres to its Articles of Association and internal policies.

- **Communication and Documentation:**

- Manage correspondence for the charity, including official documents, communications with stakeholders, and reporting.
- Oversee the proper filing of documents in the charity's archive and ensure they are easily accessible to trustees.

Skills and Qualifications:

- Strong understanding of corporate governance and the legal requirements for charities in Jersey.
- Previous experience in a company secretarial role or similar governance position is desirable but not essential.
- Excellent organisational and administrative skills, with the ability to manage multiple tasks and deadlines.
- Strong written and verbal communication skills.
- High level of attention to detail and accuracy.
- Proactive, with the ability to work independently and as part of a team.
- A passion for supporting those facing fertility challenges and a commitment to the charity's mission.

Benefits:

- Gain valuable experience in governance and charity operations.
- Opportunity to make a meaningful contribution to the fertility community.
- Work in a flexible and supportive environment.
- Develop connections with like-minded individuals and professionals.

How to Apply:

If you are passionate about supporting those facing fertility struggles and have the skills to help manage the charity's governance, we would love to hear from you. Please send your CV and a brief cover letter explaining why you are interested in this volunteer role to hello@tinyseeds.je.

This role offers a fantastic opportunity for someone looking to make a tangible difference in the lives of people dealing with fertility issues, while gaining hands-on experience in charity governance.