



**Post: Board Secretary**

	Essential	Desirable
Qualification	<p>Post-graduate professional / management qualification or equivalent experience</p> <p>Willing and able to fulfil the legal duties of a Company Secretary as set out in the Companies Act 2006</p>	<p>Membership of Institute of Chartered Secretaries and Administrators, or a legal qualification</p>
Knowledge	<p>Theoretical and practical knowledge of corporate governance, relevant legislation, and best practice</p> <p>Knowledge and understanding of risk management systems and processes.</p> <p>Knowledge of best practice administration for Boards and committees</p>	<p>Knowledge of legal and regulatory requirements pertaining to charities</p>
Experience	<p>Experience working as a company secretary or in a senior governance role in a similar size organisation</p> <p>Experience of supporting Boards and Committees and working at Board level</p> <p>Evidence of creating successful partnerships with both internal and external stakeholders</p> <p>Evidence of managing complex arrangements to a high degree of accuracy, timeliness, and effectiveness</p> <p>Evidence of successfully handling sensitive situations efficiently and confidentially</p> <p>Experience of taking a corporate lead on key organisation-wide projects</p>	<p>Experience working in corporate governance in the NHS or other regulated sector</p> <p>Proven track record of effectively managing teams and of delivering an efficient and effective service.</p> <p>Track record of dealing effectively with business process issues in a organisation</p>
Skills and competencies	<p>Well-developed interpersonal and facilitation skills, with ability to gain and sustain credibility with Board of</p>	

	<p>Trustees</p> <p>Ability to manage the preparation of Board papers</p> <p>Strong analytical skills with the ability to understand issues rapidly and to explain them clearly and succinctly</p> <p>Ability to work successfully with a variety of different people and well-developed influencing skills</p> <p>Evidence of the ability to work as a team member at a variety of professional levels.</p> <p>Excellent minute-taking skills</p> <p>Able to prioritise workload to achieve deadlines</p> <p>Able to provide and receive highly complex, sensitive or confidential information</p> <p>Good presentation skills</p> <p>Ability to explain complex matters to non-experts</p> <p>IT Skills</p>	
<p>Personal qualities</p>	<p>Strong attention to detail</p> <p>Methodical with high level organisational and administrative skills</p> <p>Able to work autonomously</p>	
<p>Other requirements</p>	<p>Able to attend Board meetings in evenings</p> <p>Commitment to working towards equality and supporting the mission and vision of Northpoint</p>	