



**Job Title:** Board Secretary, Board of Trustees

**Location:** Toothill, Swindon

**Contract type:** Voluntary

**Hours per week:** Approx. 8–10 hours per month (flexible, including occasional evenings/weekends for Board meetings)

**Reporting to:** Chair of the Board

### **Job Purpose:**

The Hub @ Toothill CIC is a community-led, non-profit organisation established as the legacy of the Toothill Big Local partnership and the £1 million lottery grant awarded to its residents. Our purpose is to place the community at the heart of everything we do by transforming the former Village Tavern, the historic "Toot and Whistle", into a vibrant, inclusive family hub. By reclaiming this central landmark, we are creating a safe and accessible space where residents of all ages can connect through social gatherings, arts, culture, and wellbeing support. Our mission is to work with the community, not just for it, co-creating services and opportunities that strengthen local resilience and pride. Guided by a "Ladder of Community Participation," we prioritise shared leadership and active listening to ensure our strategy reflects what matters most to Toothill. As we move toward our defined roadmap for 2026, we are seeking Board members with integrity and ambition to oversee this once-in-a-generation revitalisation project, ensuring that all surplus income continues to be reinvested into the neighbourhood for generations to come.

The Board Secretary is responsible for ensuring the smooth functioning of the Board of Trustees by providing high-level administrative oversight and ensuring the Hub's governance remains transparent, compliant, and efficient.

### **Key Responsibilities:**

- **Governance Compliance:** Ensure the Hub @ Toothill CIC complies with its articles of association, CIC regulator requirements, and relevant charity or company law.
- **Meeting Management:** Support the Chair in ensuring meetings are productive, well structured, and focused on the Hub's strategic goals rather than just operational updates. Coordinate the preparation and distribution of Board agendas and supporting papers in a timely manner.
- **Minute Taking:** Record accurate and professional minutes of Board meetings, clearly documenting decisions made, actions assigned, and the voting process.
- **Action Tracking:** Maintain a robust action log to ensure that Board decisions are followed through by the relevant Directors or staff members.
- **Statutory Returns:** Oversee the filing of statutory returns and ensure that the organisation's records on Companies House remain accurate and up to date.
- **Communication Facilitation:** Act as a central point of contact for Board communication, ensuring information flows effectively between the Chair, Directors, and the Interim CEO/Hub Manager.
- **Governance Record Keeping:** Maintain the official Register of Members, Register of Directors, and the organisation's archive of key legal and strategic documents.
- **Policy Oversight:** Ensure all organisational policies are regularly reviewed and updated in line with the Hub's "continuous review" governance model.

- **Annual General Meetings (AGM):** Lead the administrative planning and execution of the AGM, ensuring proper notice is given to members and voting is conducted transparently.

**General Responsibilities:**

- Positively represent The Hub @ Toothill in all interactions and communications.
- Commit to continuous learning and development to support the role and stay updated on governance best practices.
- Undertake any other reasonable tasks as required by the Chair to support the Hub’s operational success and community impact.

**Conflict of Interest**

As a Director of The Hub @ Toothill CIC, you are required to act in the best interests of the organisation and the community it serves. You must declare any personal, professional, or financial interests that could conflict with the Hub’s activities or decision-making. All Directors are required to sign a Declaration of Interests form upon appointment and update it annually or whenever a potential conflict arises.

**Person specification:**

<b>Relevant experience</b>	Prior experience as a Board Secretary or significant experience serving on a formal Board is highly desirable to support good governance and statutory compliance
	Experience in a secretarial, administrative, or governance role.
	Experience taking minutes and managing agendas for formal meetings.
	Experience working with a VCSE (Voluntary, Community or Social Enterprise) organisation (Desirable).
<b>Skills</b>	Excellent organisational and time-management skills.
	High level of literacy and the ability to produce clear, accurate documentation.
	Strong understanding of professional governance and meeting protocols.
<b>Attributes</b>	Commitment to The Hub’s mission, values, and community-led approach.
	High attention to detail and a commitment to transparency.
	Collaborative, inclusive and approachable.
	Positive representation of the organisation externally and internally.
	Willingness to commit time and energy to the Board role, including attending meetings and learning as required.
<b>Additional</b>	A strong personal alignment with driving social impact and local regeneration within the Swindon area.

**Flexibility:** This job description is indicative of the range of current duties and responsibilities for the post; it is not comprehensive. It is inevitable that the duties will change to reflect organisational change, particularly as the Hub transitions to its full 2026 operational phase. All changes will be discussed with the post holder.