

Role Description

Role Title:	Charity Secretary
Reports to:	Chair of Board of Trustees
Key relationships:	Chair, fellow Trustees, Chief Executive Officer (CEO), Senior Management Team, Finance and Systems Lead, YUAF's external accountants, Companies House and the Charity Commission
Experience:	Administration / company secretarial practice / regulatory compliance (essential), experience of working in a voluntary or community sector role and/or advising charitable organisations (desirable)
Remuneration:	This is voluntary, but YUAF will pay reasonable travel expenses.
Term:	2-3 years, with the possibility of extension.

Time commitment:

In line with YUAF's Trustee appointment process, the induction for this role takes place before formal appointment and spans at least one full Board meeting cycle. During this period the time we require from you will be more than usual, to ensure that you have an in-depth understanding of YUAF and, through this understanding, help you craft your role with us.

Induction time commitment:

- Safeguarding training (3 hours online NSPCC training)
- Equality, diversity and inclusion training
- Induction to YUAF and the role (approximately 20 hours over three months)
- Attendance at one Board of Trustees meeting as an observer
- A technical element, in which you review YUAF's Articles of Association, Board Action Log, policy tracker and recent filing history with Companies House and the Charity Commission

Regular time commitment:

- attendance and contribution to 3-hour bi-monthly Board of Trustee meetings
- 3-5 hours per month on governance and compliance matters. This work is cyclical rather than evenly spread: it is heavier in the weeks immediately before and after each Board meeting, and heavier again around the annual statutory filing deadlines in September and October
- the occasional in-person presence will be valued at team bonding, celebration and fundraising events

Location: For the most part, this is a remote role, with Board members meeting on Zoom. However, we would love to see you in person at the aforementioned events, and you are always welcome to visit current projects and programmes to get a feel for the work you are supporting.

The role: a summary

As the Charity Secretary, you would be the Board's principal adviser on governance, compliance and the proper conduct of its own business. The role is held by a Trustee, who is also appointed as a Director of the charity. You will hold Board-level accountability for YUAF meeting its statutory and constitutional obligations, and for the Board having an accurate record of its decisions and a reliable means of following them through.

This is an oversight role rather than an administrative one. Day-to-day preparation and administration, including the drafting of documents, the assembly of statutory filings and the upkeep of trackers and calendars, is carried out by YUAF staff. Your role is to provide guidance and quality assurance, to check and finalise, and to hold ultimate accountability at Board level for the result.

You will be expected to keep an up-to-date understanding of YUAF's governing document and of charity governance requirements more broadly, so that you can advise the Board and the CEO on:

- YUAF's obligations to the Charity Commission and Companies House;
- the proper conduct of Board meetings and the validity of its decisions;
- the recruitment, appointment, induction and compliance of Trustees;
- the integrity of the Board's records, policies and action tracking; and
- what constitutes a statutory requirement, as distinct from good practice, so that effort is proportionate.

Main responsibilities

1. Statutory and constitutional duties

- 1.1** Hold Board-level accountability for the accuracy and currency of YUAF's records with Companies House and the Charity Commission, including Trustee appointments and retirements, the registered office and registration details. Filings are prepared by staff for your review, confirmation and approval by the Board.
- 1.2** Ensure the Trustees Annual Report, Annual Return and Financial Statements are approved by the Board, signed and filed within deadline, and maintain oversight of a forward calendar of statutory deadlines.
- 1.3** Act as custodian of the Articles of Association, advising the Board on compliance with them, including quorum, notice, the validity of resolutions, and the process for any amendment.
- 1.4** Maintain oversight of the register of interests, ensuring declarations are sought at each meeting and re-declared at least annually.
- 1.5** Advise the Board on its obligations under the [Charity Commission's 'Essential Trustee' six core duties](#), and escalate where practice falls short of them.
- 1.6** Advise the Board on the distinction between statutory requirements and good practice, so that governance effort remains proportionate to YUAF's size and capacity.

2. Governance of the Board's business

- 2.1** Agree the agenda and running order with the Chair, and ensure that papers are circulated to Trustees in good time ahead of each meeting.
- 2.2** Ensure an accurate record of Board decisions is kept. Minutes may be drafted by staff; you review, check and finalise them, hold version control, and act as custodian of the minute series as the Board's record.
- 2.3** Maintain oversight of the Board Action Log, linked to the relevant minute items and RAG-rated, and report progress against outstanding actions at each meeting.
- 2.4** Own the Trustee recruitment, appointment and induction process, including the Board skills matrix, the currency of role descriptions for Board offices, and the extended pre-appointment induction.
- 2.5** Working with other designated Board members, for example the Safeguarding Lead Trustee, and with YUAF staff, provide oversight to ensure that Trustee compliance requirements are met, covering DBS status and registration with the DBS Update Service, safeguarding training and equality, diversity and inclusion training. This is an oversight function; direct accountability for these areas rests with the designated Board members and staff concerned.

- 2.6** Ensure Board documents are held securely in one place and are accessible to all Trustees.
- 2.7** Chair meetings of the Board in the absence of the Chair, if invited to do so.
- 2.8** Provide a documented handover to your successor, so that the Board's governance knowledge does not rest with any one individual.

3. Working with staff and delegation

- 3.1** Work closely with YUAF staff to ensure operational and administrative capacity is in place to support preparation of statutory and regulatory reports (e.g. to Companies House and the Charity Commission), including initial drafting, preparation of filings and upkeep of registers, trackers and calendars.
- 3.2** Provide oversight, guidance and quality assurance of statutory and compliance work, retaining Board-level accountability for its proper and timely completion.
- 3.3** Agree annually with the CEO (on behalf of the senior management team, if not engaging with them directly, as required) which tasks sit where, and ensure this is reflected in Board planning activities and delegation of executive function, as appropriate.

4. Duties shared with all Trustees

- 4.1** Contribute to the Board's collective responsibility for YUAF's strategy, financial health, risk management and safeguarding.
- 4.2** Prepare for, attend and contribute to Board meetings, questioning and constructively challenging where required.
- 4.3** Act at all times in YUAF's best interests, declaring and managing any conflict of interest.

Person specification: what you will need

Essential

- A commitment to realising [YUAF's mission, vision and values](#)
- Experience of, or demonstrable capability in, company secretarial or governance administration: statutory filings, statutory registers, minutes and board papers
- Ability to read and interpret the Charity's governing documents and advise on their application in practice
- Willingness to take ownership for knowledge of the legal duties, responsibilities and liabilities of Charity governance
- Ability to explain governance and compliance requirements in plain language to fellow Trustees and staff
- Experience in effective, fair and impartial decision-making
- Accuracy and attention to detail, with the discipline to maintain records and meet fixed deadlines
- Ability to provide oversight of work delegated to staff, holding others to account constructively without taking the work on yourself
- A willingness to devote the necessary time and effort to the duties of effective trusteeship
- Some knowledge and understanding of the issues confronted by young people at a socio-economic disadvantage
- Competent IT skills, including confidence with shared drives and collaborative document tools

Desirable

- Experience of operating at Board or Committee level, either executive or non-executive
- A formal governance qualification, for example with the Chartered Governance Institute. This is welcomed but not required; demonstrable competence matters more to us than prior office-holding
- Experience of charity statutory reporting, including the Trustees Annual Report, the Annual Return and SORP-compliant accounts
- Experience of Trustee recruitment, induction and board effectiveness review
- Experience of policy review frameworks, version control and document management
- Experience of working with a small staff team, where governance support capacity is limited
- Dedicated to YUAF's cause and objectives and willing to act as a YUAF ambassador to external bodies, charities and companies

Recruitment timetable

Applications close	Friday 30 October 2026
Interviews	November 2026
Board observation	Shortlisted candidate(s) invited to attend the Board of Trustees meeting on 9 December 2026 as an observer
Induction	Extended induction begins following the December meeting and spans at least one full Board meeting cycle
Appointment	Formal appointment follows successful completion of the induction
Handover	The outgoing Charity Secretary is available to support handover up to and including December 2026

Apply

To apply, please complete our Trustee Application form: <https://forms.gle/GZCAJeGPPZHPCJJN6>

We will then contact you to confirm receipt and, if shortlisted, further interview and onboarding processes.