



The Caspari Foundation is the leading organisation for Educational Psychotherapy. We are a London-based charity who work with children and young people to help them to overcome social and emotional barriers to learning. We train educational professionals to become educational psychotherapists. Our vision is a world in which all children and young people have opportunities to learn, grow and develop in order to reach their full potential.

We are seeking to appoint a committed and motivated Company Secretary who will work closely with the Board and Committee Chairs and play an active part in the governance of the Caspari Foundation as a general trustee.

### **We are looking for someone who can:**

#### Manage the Charity Meeting Diary

- arrange the committee and board meeting calendar
- Liaise regularly with Trustees and Committee members

#### Administer Meetings

- Collect and distribute Committee meeting notes to the Board of Trustees
- Liaise with the Chair to produce agendas and supporting papers for trustee meetings
- Ensuring minutes are taken at the Trustee Board meetings

#### Ensure Compliance

- Ensuring that all filings are submitted to the Companies House and Charity Commission in accordance with statutory deadlines
- Ensuring that the company complies with its governing document, Charity Law, Charity Commission, and other relevant legislation
- Filing minutes and board papers
- Maintaining and updating statutory records: Minutes record; Register of Trustees' interests.

### **The ideal Secretary will:**

- Have strong interpersonal skills and previous administrative or management experience
- Be able to support and collaborate with staff members, and trustees.
- Have knowledge and experience of charity governance and management.

### **Time Commitment:**

- Four board meetings and AGM per annum
- Regular emails and some phone/zoom calls

### **Location:**

Initially we expect most of the work to happen online using zoom or similar platforms. In 2021 we hope to be able to resume in-person meetings at our office which is based a few in yards from Finsbury Park Tube station. (Remote working will still be possible in 2021 for those Trustees who wish to remain working remotely.)

### **Applications:**

We hope you consider joining our small and passionate Board of Trustees. To apply please email your CV with a brief covering letter to [admin@caspari.org.uk](mailto:admin@caspari.org.uk). Please note the post is subject to DBS checks.

The Board would like to appoint someone as soon as possible. Once an expression of interest has been made regarding this position, we will arrange to contact you to discuss the role further, your experience and availability. Thank you for your interest.