

Company Secretary

Application pack

October 2021

About GambleAware

GambleAware is the leading commissioner of prevention and treatment services for gambling harms in Great Britain. We are an independent charity guided by a Board of trustees, the majority of whom work in the health sector.

In April 2021 GambleAware published a new five-year strategy which defined the charity's vision of **a society where people are safe from gambling harms**. This vision is based on a whole-system approach, which acknowledges the many other organisations, networks and individuals, including those who have lived experience of gambling harms, that already play a key role across the system, or have the potential to do so in the future.

As an independent charity, we are regulated by the Charity Commission for England and Wales, and the Scottish Charity Regulator (OSCR). Our charitable objectives are:

- a) The advancement of education aimed at preventing gambling harms for the benefit of the public in Great Britain, in particular young people and those who are most vulnerable, by carrying out research, by providing advice and information, by raising awareness, and by making grants; and,
- b) Working to keep people in Great Britain safe from gambling harms through the application of a public health model based on three levels of prevention: primary – universal promotion of a safer environment; secondary – selective intervention for those who may be 'at risk'; and, tertiary – direct support for those directly or indirectly affected by gambling disorder, by carrying out research, by providing advice and information, by raising awareness, and by making grants for the provision of effective treatment, interventions and support.

GambleAware has a vision to see a society where everyone is safe from gambling harms. To help achieve this, we are steered by a clear set of values which guide our behaviour and shape everything we do. GambleAware and its staff are committed to:

Independence: We act with independence in commissioning projects which are in the interest of preventing and treating gambling harms.

Integrity: We act fairly and with integrity.

Equality: We strive to achieve equality of access and outcomes for people experiencing gambling harms.

Being evidence-based: We are conscientious in ensuring our work is evidence-based and in the absence of evidence, we will apply the precautionary principle to fulfil our charitable purpose.

Life at GambleAware

Employee benefits

We are committed to offering our employees a range of benefits to support their wellbeing. We regularly review and update our benefits and the list below summarises those currently on offer.

Annual flu vaccinations	Flexible working
Annual leave (25 days plus public holidays)	Highstreet staff discounts
Annual staff feedback survey	Investment in staff development
Cycle scheme	Mindfulness app
Death in service	Pension
Employee assistance programme	Private healthcare
Eye-test and DSE assessment	Season ticket loan

Equal opportunities

GambleAware is committed to Equality, Diversity and Inclusion – with an EDI group at the core of the charity that is committed to driving real change throughout the organisation. Our aim is to ensure that our staff, partners, stakeholders and those we commission – at all levels – are committed to driving change for a more equitable society promoting zero tolerance towards inequality, exclusion, racism and all forms of discriminations through the organisation and our partners.

GambleAware will be conducting an annual staff survey to allow for an open, honest and confidential way for staff to feedback and share their observations of the charity and make suggestions for improved ways of working going forward.

Career development

At GambleAware, we pride ourselves on offering a work environment that encourage professional growth. We have a competency framework in place that sets out the skills, knowledge and behaviours that lead to successful performance. The framework is used as a basis for determining what employees need to achieve and how they can work to achieve this.

The framework is designed to empower staff to take control of their career and we deliver on this by offering regular internal and skills-based training opportunities for all employees, at any level. There are also opportunities for coaching across the team and with junior colleagues and we also provide an internal mentoring framework for all staff.

Job description

Role title:	Company Secretary
Accountable to:	Chief Operations Officer
Accountable for:	Organisational governance and compliance
Hours & duration:	Permanent, 21 hours (3 days) per week, to be worked flexibly
Location:	A mix of home and office working (min 40%) (Central London) once full office working recommences following the end of Covid-19 restrictions
Salary:	£40,000-£50,000 depending on experience

Role Purpose

GambleAware's Corporate Services function provides critical support to enable the organisation to work effectively. The purpose of this role is to provide governance and compliance support for the organisation to enable the organisation to work effectively. This includes providing high quality compliance and governance and Company Secretarial support to achieve the organisation's four commissioning objectives:

1. Increase awareness and understanding of gambling harms.
2. Increase access to services and reduce gambling harm inequalities
3. Build capacity amongst healthcare professionals, social prescribers, debt advisers, faith leaders, community services and others so they are better equipped to respond to gambling harms
4. Deliver effective leadership of the commissioning landscape to improve the coherence, accessibility, diversity, and effectiveness of the National Gambling Treatment Service

As Company Secretary, the role will contribute to achieving the organisation's strategic priorities:

- Accelerate engagement and awareness to deliver targeted activity to raise awareness, reduce stigma and encourage engagement with information & advice, support and treatment services.
- Transform capacity and capability by collaborating with the NHS, public health agencies, local authorities, and voluntary sector organisations across England, Scotland, and Wales to support the growth of an integrated system of prevention provision.
- Increase equity and champion diversity to understand and address inequalities in experiences, access to services and outcomes for those experiencing gambling harm. We will take a collaborative approach working with a diversity of communities to ensure that support, services, treatment and pathways to services are accessible and effective
- Deliver best-in-class commissioning with the focus on improving processes and systems to enhance good governance, maximising transparency and value for money. We will include the voice of those with lived experience in the co-production of awareness raising, support, and treatment services

Key accountabilities:

- To work with and to support key relationship holders in ensuring the organisation via its Board and relevant constituent committees operate effectively, within its remit as a Charity diligently in the execution of their obligations and with appropriate oversight.

- To undertake the core duties of a Company Secretary to include but not limited to:
 - Lodging the annual report with the Charity Commission and Scottish Charity Regulator,
 - Preparing induction documents for new trustees,
 - Lodging the paperwork with Charity Commission, Scottish Charity Regulator and Companies House around new and resigned trustees,
 - Maintaining accurate records of trustee including declarations of interests; monitoring length of trustee terms, and Director's addresses,
 - Arranging regular trustee training / visits,
 - Implementing the Charity Governance Code
 - Supporting the COO on preparing the Trustees Annual Report.
- Support GambleAware's Chair, CEO and COO on governance and compliance matters.
- Coordinate trustee attendance at all meetings as necessary.
- Directly support the trustee Board and sub-committees, including the preparation of agendas, papers and minutes.
 - Ensure appropriateness of applicable papers to relevant committees.
- Ensure adoption of best practice in all Company Secretarial duties.
- Coordinate and distribute a monthly trustee briefing.
- Coordinate serious incident reporting to regulators as required, such as Charity Commission, Scottish Charity Regulator or the Information Commissioner's Office.
- Support the Communications Team to ensure the GambleAware website is always accurate and up to date relating to governance and trustees.
- Organisational compliance in relation to data protection, including GDPR and maintaining a data protection policy and data retention schedule.
- Custodian and maintenance of the organizational risk register.
- In collaboration with the Chief Operations Officer, ensure agreed company policies are regularly reviewed and updated. Keeping a record of documents and register of changes. Ensuring appropriate distribution of these documents.
- Manage the organisation's insurance requirements.
- As required, provide to the management team a source of quality control for communications, both internal and external.
- Any other ad hoc duties as required.

Key responsibilities:

1. Demonstrate a commitment to diversity, inclusivity and equal opportunity in working with colleagues and stakeholders with a wide range of perspectives and experiences
 2. Provide timely Board, Committee and Senior Management Team administration including pre-reading packs, minutes of meetings, updated action records and risk and opportunity registers
 3. Provide effective line management of the Executive Support Officer ensuring service levels are achieved and Chief Executive support is satisfactory
 4. To ensure Company Secretariat services continually improve and adhere to best practice.
 5. Undertake any other tasks as reasonably directed by your line manager
 6. Adhere to GambleAware policies and procedures
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7. Be a good team worker, demonstrating loyalty and commitment to the organisation and team members.
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Critical competencies:

The competency framework sets out how we want people in GambleAware to work.

The competencies are intended to be discrete and cumulative, with each level building on the levels below. The six competencies below are identified as critical to this role.

Brilliant Basics	<ul style="list-style-type: none"> • Maintain and improve service by managing risks to ensure own area and partners deliver against defined outcomes • Maintain a strong focus on priorities, holding others to account for priorities and swiftly respond to changing requirements • Drive a performance culture within own area and support and encourage a focus on performance and priorities
Difference Makers	<ul style="list-style-type: none"> • Drive a diverse and collaborative working culture which encourages transparency and open communication • Seek constructive outcomes in discussions, challenge assumptions and remain willing to compromise when it is beneficial to progress
Game Changers	<ul style="list-style-type: none"> • Anticipate economic, social, political, environmental and technological developments to keep activity relevant and targeted

Person Specification

	Essential	Desirable
Knowledge & experience	<ul style="list-style-type: none"> • Experience of working in a charity • Knowledge of charity governance best practice • Experience of carrying out Company Secretary duties • Good understanding of risk, insurance, health & safety, GDPR • Experience of minute and note taking 	<ul style="list-style-type: none"> • Experience of working in a commissioning organisation • Experience of working in a Small or Medium Enterprise • Experienced in Data Protection Officer duties
Skills & abilities	<ul style="list-style-type: none"> • Excellent interpersonal, influencing and relationship management skill • Ability to respond quickly to changing priorities • Ability to work autonomously • Excellent IT skills including MSOffice, Teams & Zoom • Flexible in approach to work • Excellent attention to detail 	
Qualifications	<ul style="list-style-type: none"> • Charity management or governance qualification or equivalent experience 	<ul style="list-style-type: none"> • Chartered Secretary or Chartered Governance Professional • Certificate in Charity Law and Governance
General	<ul style="list-style-type: none"> • Committed to continuous professional development • Commitment to GambleAware's mission and values • A clear understanding of, and commitment to, equal opportunities and diversity, and a commitment to promote high standards of conduct, integrity and probity • Must be prepared to travel and attend meetings and training as required, which may involve occasional overnight stays • Able to work flexibly within normal office hours. Be available to attend Board and Committee meetings as required • Eligible to work in the UK. 	<ul style="list-style-type: none"> • Keeping up to date with Charity Commission guidance.

This job description does not form part of the contract of employment and may be subject to change.

How to Apply

Key Dates

The closing date for applications is 9am on Monday 29th November 2021.

Successful candidates will be invited to attend a panel interview in December.

How to apply

Please submit a comprehensive CV along with a covering letter (up to two pages) to recruit@gambleaware.org.

Your cover letter should set out your interest in the role and how you meet the essential requirements in relation to the accountabilities and responsibilities for the role.

Equal opportunities

All candidates are also requested to complete an online [Equal Opportunities Monitoring Form](#) which will be found at the end of the application process. This should be submitted to recruit@gambleaware.org.

This will assist GambleAware in monitoring selection decisions to assess whether equality of opportunity is being achieved. Any information collated from the Equal Opportunities Monitoring Forms will not be used as part of the selection process and will be treated as strictly confidential.

GambleAware is an equal opportunity employer and is committed to ensuring equal opportunities, fairness of treatment, dignity, work-life balance and the elimination of all forms of discrimination in the workplace for all staff and job applicants.

We are committed to ensuring everyone can access our website and application process. This includes people with sight loss, hearing, mobility and cognitive impairments. Should you require access to these documents in alternative formats, please contact recruit@gambleaware.org.

Personal data

In line with GDPR, we ask that you do NOT send us any information that can identify children or any of your sensitive personal data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, data concerning health or sex life and sexual orientation, genetic and/or biometric data) in your CV and application documentation. Following this notice, any inclusion of your sensitive personal data in your CV/application documentation will be understood by us as your express consent to process this information going forward. Please also remember to not mention anyone's information or details (e.g. referees) who have not previously agreed to their inclusion.

Contact details

For a conversation in confidence, please contact recruit@gambleaware.org and we will come back to you.

Also, if you have any comments and/or suggestions about improving access to our application processes please do not hesitate to contact us at recruit@gambleaware.org.

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About GambleAware:

GambleAware is an independent charity (Charity No. England & Wales 1093910, Scotland (SC049433) that champions a public health approach to preventing gambling harms. GambleAware is a commissioner of integrated prevention, education and treatment services on a national scale, with over £40 million of grant funding under active management.

For further information about the content of the report please contact info@gambleaware.org

