

WOMEN IN THE FIRE SERVICE UK

Women in the Fire Service UK is an organisation which provides its members with access to support, guidance, training and personal development, promoting equality and diversity helping women achieving their full potential within the Fire Service.

Job title:	Company Secretary
Responsible To:	WFS Chair of the National Executive Committee (NEC)
Purpose of Job:	<p>To provide advice, systems and support in respect of the members of the Women in the Fire Service, Honorary Officers & National Executive Committee;</p> <p>To advise and take action where necessary in the performance and conduct monitoring of the WFS employees;</p> <p>To ensure that equality of opportunity and fairness is embedded throughout all WFS activities, external and internal relationships, in accordance with legislation;</p> <p>To assist the Chair and NEC in developing and promoting the organisation to achieve its objectives;</p>

Key performance areas:

- Ensuring that the Honorary Officers (HO) is fully informed at all times of governance issues or concerns;
- Ensuring that the HO is fully informed at all times of any legislative requirements in terms of relevant laws and/or amendments;
- Ensuring that the company's risk in these matters is minimised through the development and application of good governance and that these are fair and transparent and applied consistently;
- Drafting business plan for HO and NEC
- Reviewing & amending articles of association & memorandum of understanding;
- Ensuring that the principles of equal opportunities and diversity are upheld and promoted through management and employee practices;
- Ensuring that the health and safety of the company is appropriately risk assessed and that work environments and systems are monitored for health and safety purposes;
- Ensuring that accurate and up to date information on WFS is in place.

Main duties and responsibilities:

- To organise, prepare agendas, take minutes (& publicise) for the Directors meetings;
- Follow up any actions as necessary;
- Draft resolutions on guidance from Directors;
- Complete, in conjunction with Treasurer, any annual returns as required;
- Oversee policies and make alterations as required;
- Maintain any statutory books (other than accounting & finance);

- Draft, develop and report to HO on the progress of the business plan;
- In conjunction with WFS Admin Manager, keep & maintain list of members & Directors;
- Advise and legal and governance issues;
- Oversee health and safety policy;
- In conjunction with WFS Admin Manager, develop policy on filing & retention;
- To carry out such duties as are commensurate with the role of a Director.

Personal work plan to achieve objectives:

- Planning to ensure that adequate time and planning to meet any legislative requirements is achieved;
- Planning to ensuring policy development is achieved and appropriate to the needs of the company;
- Planning and prioritising work flow to ensure adequate time and resource to achieve objectives; and where necessary liaising with others to ensure that planned work is achieved;

PERSON SPECIFICATION

Essential

- Understanding, knowledge & experience of governance arrangements of SME;
- Understanding, experience & knowledge of FRS;
- Experience of drafting minutes and following up on actions;
- Ability to work with team in both advisory and directing roles;
- Ability to work remotely;
- Self starter & proactive;
- Experience of equality, diversity & inclusion.

Desirable

- Company Secretary qualification;
- Health & Safety qualification;
- Line management experience;
- Partnership working experience;

HEALTH & SAFETY: All employees have a responsibility for their own health & safety and that of others while undertaking their duties and a general duty to assist the Company in complying with its health & Planning to ensure that adequate time and planning to meet employment law requirements is achieved.