

SECRETARY TO THE HIGHGROUND BOARDS – Background and role spec.



January, 2022.

HighGround seeks to appoint a Secretary to the HighGround Board of Trustees and Development Board.

Background:

HighGround was registered as a charity in March 2013. Ian Elliott was elected Chairman in March 2017.

The [Board](#) is currently comprised of 8 people including the Chairman.

Anna BC who founded the Charity became salaried Executive Director in 2019.

Our Memorandum & Articles of Association state that we must have 4 Trustees Meetings a year.

Ryecroft Glenton act as our accountants and Bates Wells Braithwaite LLP act as our legal advisors.

Secretary to the Boards:

HighGround is responsible for providing the Secretary with the following information to enable him or her to carry out their agreed Co Sec function:-

- File annual return and accounts at Companies House
- Ditto at Charity Commission
- Board Minutes and Minute Book
- Statutory changes to the Charity or Company
- Appointment and resignation of Trustees/Directors.

These duties will be undertaken by the appointee and should take no more than two days per month.

In addition, the successful candidate would provide secretariat support for the [Development Board](#) which meets 3 times a year.

Time required to support Development Board activity is included in the 2 days pcm mentioned above.

Team HighGround is growing and the need to share information safely within the team is pressing.

Knowledge of Microsoft Office 365 and Teams is essential for this role.

A working knowledge of the 3rd sector is also desirable.

Remuneration

On a consultancy basis to be agreed with the Trustees.

During the pandemic all Trustees Meetings were conducted virtually, and it is envisaged that going forwards a blend of face to face in London, Leicestershire or Devon and virtually will become our new reality.

Other Employees

The Charity currently has 4 employees including Anna as above namely – a Horticultural Therapist and Therapeutic Gardens Manager at DMRC Stanford Hall and, thanks to funding from The Royal Foundation, our first Rural Employment Manager joined us on 1st September, 2021. We also have contract support staff for accounting, marketing, design, IT and social media.

Anna is responsible for raising the funds to support and develop HighGround's vision and work, and any time she spends on non-fundraising/PR matters is taking her away from her core purpose. One of the things which takes up lots of her time is governance and compliance. This appointment seeks to assist Anna with some of these responsibilities.

Please send expressions of interest to anna@highground-uk.org explaining why you are interested in the role.

Cut off date 18th March, 2022.

Start date 1st April, 2022.

Anna Baker Cresswell.

www.highground-uk.org



For more information about HighGround's services please contact Anna Baker Cresswell

Email: anna@highground-uk.org Telephone: 07951 495 272. www.highground-uk.org



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