



SECRETARY – ROLE DESCRIPTION

Welcome to the founding stage of believe-IN Educational Services for Change and Growth in Adulthood, SCIO! We are in the process of establishing a passionate and dedicated charity organisation with a mission to inspire humanity through education for change and growth, in adulthood. Our vision is to create a world where everyone believes in themselves and can make the life they wish and deserve happen, guided by the principles of self-efficacy. We are actively seeking individuals interested in becoming Trustees to help shape the future of believe-IN and contribute to the establishment and development of our organisation.

You will work closely to believe-IN's Founder to make their vision happen. As a trustee in this stage, you would be instrumental in the legal creation of the charity and have a significant role in implementing its vision, mission, and values, as well as its strategic direction. Your passion and expertise will be crucial in laying the grounds for believe-IN's success.

About believe-IN

At believe-IN, we are committed to being facilitators of change for individuals and organisations in transitions. We provide lifelong educational services that empower people in adulthood to manage life changes effectively. Grounded in a humanistic approach, we are committed to guiding individuals to develop their full potential, fostering optimal functioning, and improving mental health and well-being to achieve exceptional life outcomes. Our core values of Knowledge, Education, Leadership, Integrity, and Courage shape our efforts in creating outstanding life results for everyone.

As a charitable organisation, our aim is to be a 'one-stop-shop,' offering a range of educational and training programmes, intervention programmes, activities, and services. We are dedicated to helping individuals develop essential life skills, enhance personal development, and improve overall well-being and mental health during crucial life changes. Currently, we provide three Intervention Programmes, learning events, and psychometric tests as part of our ongoing efforts to support individuals through different aspects of their journey.

Our Social impact

At believe-IN we take inspiration from the principles of lifespan developmental psychology and human rights. We understand the unique journey of adulthood and believe that individuals, regardless of their backgrounds, can flourish when equipped with essential life skills and personal development opportunities. Our commitment to providing a holistic and inclusive platform stems from the belief that every person, connected through the thread of humanity, can lead a more fulfilling life. We aspire to create a brighter, more empowered

future, one where personal growth, skill development, and well-being are accessible to all, fostering a more harmonious and equitable society for everyone.

believe-IN is dedicated to creating a meaningful and far-reaching social impact by focusing on several key principles:

1. **Life Skills for Managing Life Changes and Transitions:** Our core mission revolves around equipping individuals with the life skills needed to manage life changes and transitions successfully. We recognise that these critical moments can have a profound impact on mental health and overall well-being. By providing evidence-based education and support, we aim to prevent the decline of mental health and foster a sense of well-being within our community.
2. **Improved Well-Being and Mental Health:** The community at large benefits from our proactive approach to life skills education. Our emphasis on effective communication, goal setting, feeling and thinking, and self-improvement empowers individuals to navigate life's challenges with resilience and confidence. As a result, we contribute to an improved sense of well-being and mental health within our community. By addressing these key aspects of life, we pave the way for better life outcomes and a more harmonious society.
3. **Inclusivity and Non-Discrimination:** We are resolute in our commitment to inclusivity, ensuring that the benefits of our programs and services are accessible to all individuals in adulthood, without any form of distinction or bias. We believe in upholding the principles outlined in the Declaration of Human Rights, acknowledging that every person, regardless of their race, colour, sex, language, religion, political opinion, national origin, or any other status, deserves equal access to personal development and well-being resources.

THE SECRETARY ROLE

Trustees are key decision-makers, responsible for supporting the organisation's direction, values, and governance structure. Your dedication and leadership will be essential in shaping believe-IN's future.

The Secretary Role

The Secretary of a small organisation has a key role, together with the chair, of organising the meetings and ensuring the general smooth running of the organisation. On occasion the Secretary, rather than the Chair, monitors committee members to ensure that they have carried out any actions they agreed to at a meeting.

- Plan and prepare the committee meetings and the AGM with others as appropriate.
 - Planning meeting dates, booking rooms, sending out notifications, minutes and other papers.
 - Drawing up agendas together with the Chair.
- Minute committee meetings or ensure that another minute taker is available. In the case of closed meetings (with no others present) the secretary will take the minutes.
- Accurately record decisions and actions in the minutes and report to the next committee meeting on the progress of actions and the result of decisions.
- Maintain accurate and up-to-date membership records, issuing renewal notices and recording subscription/membership fees together with the treasurer.
- Deal with correspondence, writing letters/emails as agreed at committee meetings, summarising correspondence/emails received at the next committee meetings and drafting replies as appropriate.

- Make arrangements for any necessary reporting to be done. For example, the annual report to members.

What we are looking for

- A professional Secretary with education or experience in administration and secretarial skills
- To be organised and methodical
- Able to take good minutes.
- Able to keep accurate records.
- Has the relevant skills to organise meetings well.

[As a small charity, there will be times when the trustees will need to be actively involved beyond Board meetings. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, presenting externally, or other issues in which the trustee has special expertise.]

Personal skills and qualities

We are looking for people willing to bring energy, enthusiasm and commitment to the role, and who will broaden the diversity of thinking on our board.

- Willingness and ability to understand and accept their responsibilities and liabilities as trustees and to act in the best interests of the organisation.
- Effective ability to think creatively and strategically, exercise good, independent judgement and work effectively as a board member.
- Effective communication skills and willingness to participate actively in discussions and brainstorming.
- A strong personal commitment to equity, diversity and inclusion.
- Enthusiasm for our vision and mission.
- Willingness to lead according to our values, Knowledge, Education, Leadership, Integrity, and Courage.
- Commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership

[You need previous governance experience – as a newly formed SCIO we would benefit from prior knowledge.]

Terms of appointment

Terms of office

- Trustees are appointed for a 3-year term of office, renewal for 1 further terms to a maximum of 1 year.
- This is a voluntary position, but reasonable expenses will be reimbursed, when approved in advanced.

Time Commitment (Estimated at 5-10 hours per month)

- Attending 4 Board meetings annually. Meetings are held remotely or in person.
- Monthly scheduled meeting with the chairperson with flexibility to respond swiftly to the occasional ad hoc issue.
- Attending annual strategy / training sessions.

Trustees have legal responsibilities under charity law. More on these legal responsibilities can be found by following this link: <http://www.oscr.org.uk/media/1577/guidance-for-charity-trustees.pdf> the relevant information is on page 3.

Application Notes

Applications can be made by sending a conventional CV (2-page max) and a covering letter (2-page max) outlining your interest and suitability for the role. Please send these via email to hello@believein.uk.

Join us in creating a world where everyone believes in themselves and can make the life they wish and deserve happen!