**Friends of Ingestre Orangery Board of Trustees new Trustee opportunity**

***Come with us through the looking glass to magical place where you can create, learn, reflect and celebrate.***

**The opportunity**

The Friends of Ingestre Orangery are looking to recruit a new Trustee who will take on the role and responsibilities of Company Secretary.

Recently restored, the Orangery at Ingestre is a stunning building, set in a tranquil location in the Staffordshire countryside. Overlooking a Capability Brown landscape, the elegant architecture and gardens provide a perfect backdrop for events from art exhibitions to weddings. Our diverse programme reflects the rich cultural heritage of the ‘creative county’ and the talents of our local communities.

This is an exciting time for the Orangery as it moves from restoration project to building a sustainable future as an arts space, events venue and place of tranquillity. The role of Secretary will be critical to building that future and making the Trustees vision a reality.

As part of the Board of Trustees, the role of the Secretary is responsible for the efficient administration of a charity, particularly with regard to ensuring compliance with statutory and regulatory requirements.

**What we can offer you**

The Board is currently going through a period of development following a recent review of our strategy. The role of Secretary is part of that on going development and as such we can offer you development within the role, training opportunities and access to peer support

**The role**

Maintaining the register of any members, the register of Trustees / Directors and Secretaries, the register of Trustees’ and Secretary’s interests;

Being familiar with the charity’s governing document, the legal responsibilities of charities under the Charities Act 2009 and the charity’s internal governance rules;

Helping to ensure that charity Trustees file all relevant statutory returns and information with the Charities Regulator (e.g. annual reports, changes to the charity’s details and/or Trustees’ details);

Ensuring that the board of charity Trustees are aware of the requirements to comply with the relevant codes such as the charity’s Code of Conduct for Charity Trustees and the Charities Governance Code;4 The role of the Secretary of a charity Charities Regulator Charities Regulator - SE GLS 8.2.1 011 000 Governance Code.

Ensuring that decisions and actions of the Board of charity Trustees are accurately recorded and implemented;

Tracking progress with the charity’s risk register/ business plan/ strategic plan and making sure any correspondence for the charity Trustees is brought to the attention of the Board.

Assisting the Chair of the Board with preparation for monthly Trustee meetings, ensuring they are accurately recorded and quorate and the AGM

Preparing and filing annual returns with the Companies Registration Office

**About us**

Our strategic goals are to

* Preserve history and heritage
* Support Community learning and development
* Create a place to make memories
* Ensure everyone can enjoy the beauty and tranquillity of Ingestre Orangery

We will also

* Ensure that Friends of Ingestre Orangery (FOIO) is financially sustainable
* Safeguard FOIO’s people, resources and reputation through effective leadership and good governance
* Promote Ingestre Orangery as a community space and memorable destination
* Create and nurture effective relationships with partners who share our passion and goals

**About you**

In order to fulfil the role of company secretary, you will need to be

Calm and composed

An excellent communicator

Have strong attention to detail

Have experience of record keeping to a high standard

Have experience of working with a small charity or in a similar role

**How to apply**

To have an informal chat about this role and other Trustee vacancies we have coming up, please email manager@ingestreorangery.co.uk

To apply please write to:

volunteers@ingestreorangery.co.uk outlining how you meet the requirements of the role, and why you would be interested in joining the Friends of Ingestre Orangery by 5pm on Friday 11th June

www.ingestreorangery.co.uk