1. Introduction to THET

THET is a global health charity working in partnership with governments, health institutions, and international bodies to train health workers and strengthen health systems across 31 countries. We do this through grants management and capacity building, alongside research, convening and advocacy towards the goal of Universal Health Coverage. At the centre of our approach is the model of Health Partnerships, long-term relationships between UK and LMIC health institutions, which improve health services through the reciprocal exchange of skills, knowledge, and experience. At the heart of our work is a vision of a world where everyone has access to healthcare.

We currently have a dedicated Company Secretary (Volunteer) and are experiencing an exciting time of growth for the charity which will see the organisation evolve. We therefore seek an experienced Deputy Company Secretary (Consultant) to help support our Company Secretary and carry out services to the Board. The Deputy Company Secretary will ensure that meetings are well organised and effectively run, adhering to compliance with charity governance, laws and best practice.

This document serves as Terms of Reference for the service the Deputy Company Secretary will be expected to carry out.

2. Main responsibilities

In consultation with the Company Secretary the role will involve:

- Prepare agendas and papers for Board/ Committee Meetings and the AGM, including taking minutes of these meetings and ensuring that follow up actions are implemented.
- Prepare the annual cycle of Board/Committee Meetings and Awayday.
- Channel of communication between the Trustees/Committees, Senior Management Team and non-executive directors (including correspondence before and after meetings)
- update the governance section of the charity’s website.
- Draft resolutions and submit the annual returns and any charity or trustee changes to Companies House and Charities Commission
- Undertake governance projects related to the charity’s name change, articles of association, merger with THET Wales, setting up THET Scotland and any other projects that may arise. (This will include rename THET to Global Health Partnerships with Charity Commission (England & Wales); rename THET to Global Health Partnerships with Office of Scottish Charity Register)
- Coordinate the recruitment of Trustee/s in Scotland.
- Formalise status of Global Health Partnerships Cymru (Wales)
- Ensure that THET’s statutory, governance and legal policies are updated, approved, published and communicated. Ensure Committee terms of reference are reviewed annually.
- Ensure that the Trustees register of interests are updated annually.
- Ensure that the Trustees’ training portal is active and facilitate the training programme.
- Monitor and act on relevant legislation and regulatory changes.
• Liaise with external regulators and advisors (lawyers/auditors)
• Review Memorandum and Articles of Global Health Partnerships to ensure they are up to date.

3. Contractual responsibilities

**Reporting lines:** Main point of contact will be directly with the Company Secretary and also the Chair of the Board of Trustees when agreeing Board minutes/other tasks.

Any budgetary/financial approvals will require sign-off by the COO, and so will have some contact at various points.

2-4 consulting days per month, within the period of January 2024 to December 2024 taking into account the Consultant’s prior commitments. Please note there will be a degree of flexibility within this, with some weeks requiring more capacity, others much less. The timing of deliverables will always be agreed in advance with the Consultant.

The contract is for 36 days maximum over a 12-month period. The Consultant will receive a daily rate to be confirmed and dependent upon experience. The consultant will invoice THET on a monthly basis. Please note that this is non-negotiable and will cover all expenses apart from project-related travel and communication expenses. Where reasonable travel and communications expenses are incurred, the Consultant will be remunerated following the submission of timely and accurate receipts.

Receipts must be kept, where possible, in order to claim for support costs. Consultants will not be expected to use their own funds to cover project-related costs.

**Invoice process:** Invoices must be submitted monthly in £ GBP and the [HRMC exchange rate](https://www.gov.uk/government/publications/hmcts-exchange-rates) used to calculate any support costs expenses. The monthly exchange rate to be used should match the month the costs were made (and the month should match the receipt).
## 4. Person Specification

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<th>Person specification</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td><strong>Qualifications</strong></td>
<td>• Governance related training or qualification</td>
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<td><strong>Experience</strong></td>
<td>• Worked within a Company secretarial team, working with Boards and Senior Management teams  &lt;br&gt;• Committee administration or governance work &lt;br&gt;• Worked with a charity, NGO, multi culture organisation &lt;br&gt;• Minute taking at Board / Committee level</td>
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<td><strong>Knowledge</strong></td>
<td>• A good understanding of Charity and Corporate governance &lt;br&gt;• A good understanding of Charity and Company law</td>
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<td><strong>Skills</strong></td>
<td>• Good oral and written communication skills &lt;br&gt;• Good level of IT skills, especially with Microsoft 365 &lt;br&gt;• Good minute taking skills &lt;br&gt;• Good planning, organisational and interpersonal skills &lt;br&gt;• Integrity and respect for confidentiality &lt;br&gt;• Good analytical and problem-solving skills &lt;br&gt;• Self-motivated and able to work independently</td>
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<td>Values</td>
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<td></td>
<td>• Strong commitment to THET’s aims, vision and values</td>
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<td>• Intercultural sensitivity and awareness</td>
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<td>• Strong commitment to Equal Opportunities</td>
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5. How to apply

Candidates must submit their CV along with a cover letter of no more than two pages to jobs@thet.org by Sunday 7th January 2024, with ‘Company Secretary Consultant’ in the subject line. Shortlisted candidates will be invited to a virtual interview in early December.