

Candoco Dance Company

Voluntary Role – Secretary to the Board of Trustees

Role: Secretary to the Board of Trustees

Accountable to: The Chair of the Board

Salary: This is a voluntary role. Candoco will reimburse reasonable travel, subsistence and work-related expenses.

Location: Remote (Online). Possible Face to Face meeting.

Hours: A minimum commitment of 8 hours per month (including meetings).

About Candoco

At Candoco Dance Company, our purpose is to redefine dance as a space where everyone belongs. Through dance, we aim to remove barriers, celebrate the richness of disability, and embrace the transformative power of diverse lived experiences.

We exist to create a world where D/deaf and disabled artists thrive, equitable opportunities are the norm, and accessibility is inherent. By championing bold performances, inspiring educational pathways, and fostering intergenerational connections, we empower artists and audiences alike to envision and embody a more inclusive future.

Through collaboration, advocacy and innovative practices, we are committed to shaping a cultural landscape that acknowledges intersectionality, amplifies diverse voices, and drives lasting, systemic change across the arts.

More details of our work can be found at www.candoco.co.uk

About the role

This role supports Candoco Staff and Board members who are responsible and liable for Candoco's governance and functioning and accountable to a variety of stakeholders including service users, funders, and the Charity Commission.

The Secretary will provide high-quality, professional service to ensure the effective delivery and recording of trustee meetings. The individual will work closely with the Chair, Board of Trustees, and Executive Director to provide secretariat support and general governance advice. This role would suit an effective communicator who is good at building relationships, has excellent organisational skills, and maintains high governance standards.

The Board meets online every month for one hour, and then once every three months online and in person. Two sub-committee meetings take place every three months in addition to

this.

One full day Away Day takes place annually in February.

Main Responsibilities and Duties

1. To ensure the effective delivery of Trustee and Committee meetings, including:
 - a. Supporting the preparation of paperwork for the subcommittee meetings and any self-managed board meetings
 - b. Promptly collating and issuing papers and agendas for meetings
 - c. Producing accurate and timely minutes of meetings
 - d. Tracking and following up on actions raised at meetings
 - e. Recording attendance in line with our standing orders
2. Work with the General Manager, Executive Director and Chair to diarise meetings and maintain the annual meeting programme which aligns with reporting cycles.
3. Support the Head of Access and Equity with the creation of accessible formats and the provision of any additional information or support as requested by board members.
4. To maintain the archive of meeting papers and minutes and respond to requests for documentation.
5. Support the General Manager to keep up to date with conflict of interest statements, board renewal and rotation records and skills matrixes.
6. Working with the Executive Director and Chair, ensure that Candoco's website and intranet maintain accurate and up-to-date governance information.

Person Specification

The successful candidate will have the following attributes:

- Time to spare in a volunteering capacity
- Highly proficient user of Microsoft Word, Excel, PowerPoint, and Adobe Acrobat and ability to learn to use new tools
- Have experience of minute taking
- Experience of having successfully serviced boards and committees
- Experience in maintaining systems and records in a governance or committee environment
- Excellent organisational skills and ability to effectively prioritise work and balance competing demands
- A clear and effective communicator, with the ability to draft accurate and succinct emails and papers
- A commitment to inclusive ways of working

The following attributes are desirable but not essential:

- Experience of hosting hybrid meetings (for example, via Google Meet or Zoom)
- Experience in charity governance

Equal Opportunities

We are committed to providing equal opportunities, and our policy is to ensure that no volunteer or employee application receives less favourable treatment, particularly on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.

All applications will be anonymised ahead of review in order to help us select the best candidate for the role and minimise the possibility of discrimination or unconscious bias. Candoco is working towards certification as a Disability-Confident Employer.

Statement of Commitment to Safeguarding Children and Vulnerable Adults through safer employment practice

Candoco is committed to safeguarding and promoting the welfare of children and vulnerable adults. Safe recruitment of staff is central to this commitment, and we will ensure that our recruitment policies and practices are robust and that selection procedures prevent unsuitable people from gaining access to children, young people and vulnerable adults.

When applying for posts at Candoco, all staff working with Children and Vulnerable Adults should be aware of and share the commitment to safeguarding and promoting the welfare of children, young people, and vulnerable adults. Appointment will be subject to successful Enhanced DBS clearance and satisfactory references. All Candoco staff and volunteers are required to undertake regular safeguarding training.

How to Apply

To apply, please complete the online application form here:

<https://form.jotform.com/251385177050354>

On submitting your application, you will be asked to complete an Equal Opportunities Monitoring form. Applications for this role will close once a suitable candidate has been appointed.

If you have any questions about the role, please contact the office on 0207 704 6845 or email jobs@candoco.co.uk.

Thank you for your interest in joining Candoco!