

SOPHIE HAYES

F O U N D A T I O N 

Sustainable freedom from human trafficking

Candidate Pack

Trustee - Company Secretary



Thank you for your interest in the role of Company Secretary Trustee.

Sophie Hayes Foundation is the only independent organisation in the UK that solely focuses on helping women survivors of modern slavery build confidence through coaching and skills development that leads to education, employment, and independence, helping them to achieve sustainable freedom.

Our mission is to reach the thousands of women survivors of modern slavery in the UK today to shape a better future for themselves. We provide coaching and development programmes to remove barriers to freedom, including vocational work placements, internships, volunteer opportunities, training, and formal education.

We are committed to creating a society that views and treats these women with respect, leading to a better society for us all.

Our unique programmes have been designed to support women by sharing essential life skills that will help with confidence building, followed by essential skills development for future employment and education. All of which are important for living independently, finding work, and remaining free.

We are a dynamic organisation that responds to the evolving demands of survivors. We believe that we can all develop and grow to achieve our full potential and are currently looking for a volunteer with the relevant experience to join as Company Secretary for the Board of Trustees.

This committed individual will join to help the charity through a period of growth, providing specialist knowledge in key areas. They must also support our mission, be aligned to our values, and be able to act as an ambassador for the organisation.

A handwritten signature in black ink, appearing to read 'Nicola Murphy', with a stylized, cursive script.

Nicola Murphy
Chair Board of Trustees

Our Vision

A society that views and treats women survivors of modern slavery with respect and allows every freed woman to realise her potential, achieve her goals and a better future.

By putting the needs of each survivor at the centre of our activities, we will develop programmes that are relevant and help to remove the barriers to sustainable freedom.

We will be a valued, independent voice and an actor for change, working with the right partners to create greatest impact.

Our Values

1. We are courageous

Inspired by the courage and fearlessness of our survivors, we bravely challenge the status quo, and we work tirelessly for change and a better future for our survivors. We look forward, show personal courage, and go beyond the status quo.

2. We act with integrity and respect

Our relationships with survivors, partners and with each other are shaped by deep mutual respect, honesty and confidentiality. We do the right thing by survivors, and always do what we say.

3. We are an open and inclusive community

We think everyone has a valued voice and we work with others (and with each other) to find the right solutions for the best interests of survivors. We work creatively, patiently and invite strong partnerships.

4. We respond well to change

We don't stand still, and we face challenges with agility and determination. We are a dynamic organisation that responds to the evolving demands of survivors. We believe that we can all develop and grow to achieve our full potential.

Job Description – Trustee as Company Secretary

Sophie Hayes Foundation is a dynamic charity, focused on helping survivors of modern slavery rebuild their lives and achieve sustainable freedom by providing invaluable training, coaching, work experience and advocacy across the UK.

We are seeking a Company Secretary to join our growing charity to help us increase our reach and transform the lives of many more survivors of modern slavery.

The Role

We are currently seeking a committed individual to join as Company Secretary.

Experience and expertise required:

- Senior leadership
- Excellent written skills with an eye for detail
- Previous trustee experience or the ability to gain an understanding of the relevant charity and company regulations
- An understanding of the charitable and voluntary sector and its governance will be an advantage

As well as these specialist skills, we are seeking independent thinkers and team players. You must also support our mission, be aligned to our values, and be able to act as an ambassador for the organisation.

The Board of Trustees seeks a wide-ranging level of experience, thinking and background to ensure that we have the skills, expertise and diversity of thought and perspective to draw upon in our governance and decision-making roles.

You will need to have the time to contribute to the charity, by attending Board meetings (6 per year for 2 – 3 hours), and subgroups (currently 1-2 a month for 1 hour) support Committee Chairs and Board officers, work and support our small but mighty management team, and represent Sophie Hayes Foundation to key stakeholders for a 3-year term.

Trustee Responsibilities

The role and responsibilities of Trustees are governed by charity law and are to:

- Ensure that the Foundation complies with its governing document, charity law, and other relevant legislation or regulations
- Ensure that the Foundation pursues its objectives as defined in its governing documents
- Ensure that the Foundation applies its resources exclusively in pursuance of its objectives
- Contribute to the Board on strategic direction, help to set overall policy, define goals, set targets, and evaluate performance against agreed targets
- Safeguard and promote the reputation and values of the organisation
- Ensure the financial stability of the organisation

In addition to the above statutory duties, additional duties as Company Secretary are to:

- Work with the Chair to ensure the Board of Trustees complies with the relevant charity and company regulations
- Liaise with the Chair to plan, arrange and produce meeting agendas
- Take concise and relevant minutes of committee meetings and subgroup meetings, sending them to the board in a timely manner
- Deal with official board correspondence
- Ensure that Company Law, Charity Law and regulatory requirements of reporting and public accountability are complied with
- Attend and contribute to Board meetings
- Review and comment on Board papers
- Remain informed about Sophie Hayes Foundation's activities and wider issues which affect its work

Personal Qualities

- Integrity
- A commitment to the organisation and its objectives
- An understanding and acceptance of legal duties, responsibilities, and liabilities of trusteeship
- A willingness to devote the necessary time and effort to their duties as a Trustee

- Strategic vision
- Organised and methodical
- An ability to think creatively with good, independent judgment
- An ability to work effectively as a member of a team yet be willing to speak your mind
- A commitment to abide by the code of conduct

Time Commitment

Term

- Start date 1st February 2024
- 3 Years

Board Meetings

- 6 Board of Trustee meetings per year (usually held on weekday evenings, after close of business), plus preparation and reading of documentation.

Committees

- Up to 12 meetings per year, plus preparation and contribution to the work of the committee.

Other

- Attendance at major Sophie Hayes Foundation events (1-2 pa) plus possible ad hoc stakeholder meetings.

The Recruitment Process

How To Apply

Please send your application and resumé to:

boardrecruitment@sophiehayesfoundation.org and mark **Application for Trustee** or apply via our LinkedIn page.

If you would like more information or to discuss the positions, please contact Trustee and member of the Governance and Nomination Committee, Mamoona Shah – mamoona@sophiehayesfoundation.org.

Potential candidates will be contacted by email and meetings will be scheduled with shortlisted applicants. Please note that due to the volume of applications we expect to receive, we are unable to respond to each applicant individually.

Thank you for your interest in Sophie Hayes Foundation.

SOPHIE HAYES

FOUNDATION 

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Registered Company Number: 7886303.
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