

Board Secretary / Trustee

Location: Brighton – online/hybrid or in-person meetings

Role type: Trustee – voluntary position

Time commitment: Around 4-5 hours per month on average

Term of office: Initial three years and can stand for re-election

About Brighton Natural Health Foundation

At BNHF, we are passionate about tackling health inequalities and believe everyone should have the opportunity to lead happier, healthier lives.

We provide free, inclusive mindful movement classes - including yoga, qigong, mindful walking and Pilates - in the most underserved areas of our city, supporting people who have experienced trauma, homeless people, refugees, older people, and disabled people.

BNHF is entering an exciting new chapter. We have been strengthening and transforming the organisation to meet the needs of our communities. We are now ready to move to the next stage of our development and are looking for new trustees with specialist knowledge and experience to help shape what comes next.

This is an opportunity to bring your professional expertise and passion for social justice to help shape our future and to turn our ambitions into action.

Role Description

As Board Secretary and Trustee, you will ensure the Board operates effectively, maintains strong governance, and makes informed decisions. Working closely with the Chair, Governance Trustee, and BNHF Director, you will manage information flow, record decisions, and provide the administrative structure the Board needs to succeed. Additionally, you will head the Governance Sub-committee, actively shaping BNHF's organizational development.

We are looking for an active, collaborative, and organized trustee who brings professional experience, strong attention to detail, and a commitment to our mission of tackling health inequalities and improving community health. If this sounds like you - get in contact - we would love to hear from you.

Role Details

Working with the Chair and Governance Trustee in particular, key aspects of the role include to:

Board Administration

- Organise and schedule Board and committee meetings in consultation with the Chair
- Prepare and circulate agendas, papers, and relevant documents ahead of meetings
- Ensure trustees have the information they need to make informed decisions

Minutes & Records

- Take accurate, impartial minutes of Board meetings, capturing decisions, actions, and key discussions
- Ensure follow-up on action points and maintain clear records of progress
- Maintain and update statutory records, including registers of trustees' details

Governance & Compliance

- Support the Chair and Governance Trustee in ensuring compliance with regulatory requirements
- Help uphold good governance and support the charity's long-term sustainability
- Assist with preparing the Annual Report and submitting the annual return
- Help keep governance policies, procedures, and the governing document up to date
- Manage trustee induction processes and maintain trustee files

Communication & Coordination

- Act as a central coordination point for Board communication
- Ensure clear, timely communication between trustees, staff, volunteers, and partners
- Support internal governance projects, such as board reviews or strategy updates

Trustee Responsibilities (all trustees)

- Attend and participate in Board and relevant sub-committee meetings
- Provide constructive challenge, oversight and support to the senior team
- Act in the best interests of the charity and its beneficiaries
- Promote the charity externally and help build a strong, positive reputation

Skills & Experience

You don't need to have specific previous experience on a charity board to apply for this. We recognise that many of the skills and experience required are transferable, and you may have gained them in other settings or through other relevant experience. These include:

Essential

- Strong organisational and administrative skills
- Ability to write clear, accurate minutes and communicate effectively
- Comfortable managing documents, deadlines, and processes
- Reliable, detail-oriented, and discreet with sensitive information
- Ability to listen and engage effectively
- Reliable, collaborative, and comfortable with challenge and debate
- Commitment to equity, inclusion and BNHF's values, and Nolan's seven principles of public life

Desirable

- Experience in governance, administration, charity work, or board support
- Knowledge of charity law or regulatory requirements
- Experience of policy or document management
- Experience as a trustee or board member, or of working in charities
- Understanding or experience of the mental, physical and social health sector

What you will gain from being a BNHF trustee

- An opportunity to use your professional skills to support community health and wellbeing
- A role in shaping the direction, resilience, and future of a meaningful local charity
- Being part of a supportive, collaborative team of trustees
- Experience in charity governance and strategic leadership

How to Apply

Please send a brief statement of interest and your CV to chair@bnhf.org. For an informal conversation about the role, contact Peter Kinsey – peterkinsey@bnhf.org – 07738 034135.