



Contract Details

Location: Hybrid (*remote working with occasional attendance at Board meetings at Powered by CAN HQ, 6-7 St Michael's Court, West Bromwich, B70 8ET*)

Contract: Freelance

Hours: Approximately 24 hours per month (equivalent to 3 days)

Rate: £20 per hour | £480 per month

About Powered by CAN

Powered by CAN works with children, young people and young adults across the Black Country and the wider Midlands. Founded and developed in Sandwell, we are passionate about empowering young people to feel pride in their communities and realise their potential.

Children, young people and young adults are at the heart of everything we do. We are committed to:

- Championing their right to co-design, co-create and co-produce the services that affect them.
- Encouraging leadership opportunities that ensure young people's voices influence their communities.
- Creating personal and professional development opportunities that enable young people to thrive.

Our vision is a future where every young person has the opportunity, confidence and support to make a positive contribution to their community.

Role Overview

We are looking for an organised and proactive Freelance Board & Governance Administrator to provide professional administrative and governance support to our Board of Directors.

Working closely with the CEO, Executive Assistant, Co-Chairs and Board members, you will coordinate Board meetings, maintain governance documentation, support trustee administration and help ensure the organisation continues to operate in line with good governance practice.

This role is ideal for someone with experience supporting Boards, trustees or senior leadership teams within the charity or not-for-profit sector who is looking for a flexible freelance opportunity.



Key Responsibilities

1. Board Governance Operations

Provide high-quality administrative and governance support to ensure the effective operation of the Board and its committees by:

- Developing and maintaining the annual governance calendar.
- Planning and coordinating Board and committee meetings.
- Preparing agendas in collaboration with the CEO, Executive Assistant and Co-Chairs.
- Collating, reviewing and distributing Board papers within agreed timescales.
- Attending Board meetings (virtual and in person where required) and producing accurate minutes.
- Maintaining action logs and monitoring follow-up actions.
- Maintaining governance records and documentation.
- Supporting effective communication between the Board and Youth Management Board.
- Providing administrative support to Board sub-committees and governance projects.
- Working within agreed governance systems, templates and Governance360 (or equivalent governance software).

2. Board Recruitment & Administration

Support the administration of the Board member lifecycle by:

- Supporting the recruitment of Directors, committee members and advisers.
- Coordinating onboarding, induction and governance documentation.
- Supporting Board member offboarding processes.
- Supporting the maintenance of statutory registers and coordinating Companies House and other statutory filings with the CEO and external advisers where required.
- Supporting the administration of declarations of interest and maintaining the conflicts of interest register.
- Maintaining governance records relating to appointments, terms of office and Board membership.



3. Board Development & Effectiveness

Support the ongoing development of the Board by:

- Coordinating Board induction and governance training.
- Researching and sharing governance development opportunities.
- Supporting Board effectiveness reviews, including collating feedback and preparing summary reports.
- Coordinating Board skills audits and maintaining skills matrices.
- Providing administrative support for Board succession planning and Board composition reviews.

4. Governance Compliance & Quality Assurance

Support the organisation to maintain effective governance by:

- Maintaining governance records and highlighting key statutory and governance deadlines.
- Coordinating governance documentation to support compliance with relevant legislation and regulatory requirements.
- Supporting the preparation of governance information for external funders and stakeholders, including Arts Council England.
- Assisting with annual governance reports, audits and compliance reviews.
- Reviewing governance policies, terms of reference and governance documentation, identifying where updates may be required.
- Liaising with external governance advisers where specialist advice is required.

5. Ad Hoc & Project Support

Provide flexible administrative and governance support for Board and governance-related projects as required.

This may include coordinating activities, preparing documentation, undertaking research and supporting governance initiatives outside of routine Board administration.



Person Specification

Essential

- Access to own equipment.
- Experience providing administrative support to a Board, committee, trustees or senior leadership team.
- Excellent organisational and time management skills with the ability to prioritise competing deadlines.
- Experience organising meetings, preparing Board papers and taking accurate minutes.
- Excellent written and verbal communication skills.
- High level of accuracy and attention to detail.
- Ability to maintain confidentiality and manage sensitive information appropriately.
- Good understanding of charity or not-for-profit governance and Board processes.
- Experience maintaining governance documentation, action logs and registers.
- Proficiency in Google Workspace and virtual meeting platforms such as Zoom and Google Meets.
- Ability to work independently and build positive working relationships with trustees and senior colleagues.

Desirable

- Experience supporting governance within a charity, CIC or not-for-profit organisation.
- Knowledge of Companies House requirements and statutory governance records.
- Understanding of Charity Commission guidance and governance best practice.
- Experience supporting trustee recruitment, induction and onboarding.
- Experience coordinating Board development activities or skills audits.
- Experience using governance management software such as Governance360.
- Understanding of GDPR and information governance.
- Knowledge of funder governance requirements, including Arts Council England.
- Experience supporting governance reviews, policy updates or governance improvement projects.



Equality, Diversity & Inclusion

Powered by CAN is committed to creating an inclusive environment where everyone feels welcomed, valued and respected. We actively encourage applications from people of all backgrounds and particularly welcome applications from individuals who are currently underrepresented within charity governance.

How to Apply

Please submit:

- Your CV.
- A covering letter or expression of interest outlining your suitability for the role.

Closing Date: Friday 7th August

Interview Date: TBC

CV's and Covering Letter should be sent to: nanad@poweredbycan.org