

GambleAware

Company Secretary Fixed Term Contract to end of March 2026

Application Pack
April 2025

Job Description

Role title:	Company Secretary
Accountable to:	Head of Governance
Hours:	Full Time (35 hours per week) fixed term. We are happy to discuss flexible working arrangements.
Location:	A mix of home and office working, minimum 40% office based, central London. We are happy to discuss remote working arrangements.
Salary:	£55,125 - £60,637 + £3,150 London weighting, if applicable.

Role Purpose

The Governance Team forms part of GambleAware's Operations Team that provides critical support to enable the organisation to work effectively. The purpose of this role is to work with the Head of Governance to provide governance and Company Secretarial support for the charity at a time of significant change and transition, ensuring a robust governance and compliance structure is in place.

This role will have senior access and influence through a period of change. In addition to excellent governance experience this role requires strong communication and planning skills and a proactive and collaborative approach, the ability to advise and influence dealing with colleagues at all levels.

Key Accountabilities

To:

- work with the Board of Trustees, Chief Executive and Executive Leadership Team (ELT) to provide senior level advice and support to ensure effective governance and compliance with legal and regulatory requirements throughout a period of significant change and transition.
- work closely with the Head of Governance and wider team to ensure a professional high quality central governance service is provided across the charity, working at pace to support the implementation of the GambleAware strategy and support effective and compliant transition.
- undertake the core duties of a Company Secretary to include but not limited to:
 - managing and minute board and committee meetings,
 - supporting the production of the annual accounts and filing accounts and annual returns with the Charity Commission and Scottish Charity Regulator,
 - maintaining accurate records of trustees including declarations of interests, addresses etc ensuring clear central records
 - playing an active role in preparing the Trustees Annual Report and Accounts
 - managing the end to end trustee recruitment, induction and ongoing development
 - proactively monitoring and managing trustee appointments and terms of office ensuring strong succession planning. Maintaining accurate internal records and filing significant changes relating to the appointment and resignation of trustees with the Charity Commission, Companies House and the Scottish Charity regulator

- work closely with the governance team, ELT, Senior Leadership Team and others to ensure a clear timetable of Trustee and subcommittee meetings issuing proper notices, preparation of agendas, circulation of relevant papers and producing minutes and recording decisions taken. governance Directly support the trustee Board and sub-committees, including the preparation of agendas, papers and minutes, ensuring appropriate and timely delivery of papers and minutes.
- proactively propose and implement plans for improving governance processes across the charity in line with the Charity Governance Code, and ensuring training and awareness across the organisation on governance matters and relevant policies
- review and update the governance section of the GambleAware website to ensure it is accurate and up to date.
- work with the Head of Governance to ensure company policies relevant to this role are regularly reviewed and updated. Keep a record of documents and register of changes. Ensure appropriate distribution of these documents.
- any other ad hoc duties as required.

Key Responsibilities

- Demonstrate a commitment to diversity, inclusivity and equal opportunity in working with colleagues and stakeholders with a wide range of perspectives and experiences
- Provide timely Board, Committee and Executive Leadership Team secretariat support and guidance, including producing packs, minutes of meetings, updated action records and risk registers
- Work closely with the Head of Governance and the wider team ensuring governance processes and requirements are communicated actively and clearly and are embedded across the charity
- Ensure Company Secretariat services are delivered, continually improve and adhere to best practice.
- Undertake any other tasks as reasonably directed by your line manager
- Adhere to GambleAware policies and procedures
- Be a good team worker, demonstrating trustworthiness and commitment to the organisation and team members.

Key Relationships

- ELT
- Board of Trustees
- Governance Team
- Senior Leadership Team

Critical Competencies

The competency framework sets out how we want people in GambleAware to work. The competencies are intended to be discrete and cumulative, with each level building on the level below. The six competencies below are identified as critical to this role.

Brilliant Basics	<ul style="list-style-type: none">• Have an in-depth understanding and knowledge of how your role fits with and supports organisational objectives• Able to influence at senior level• Work collaboratively with team and across GambleAware to set priorities, goals, objectives and timescales. Maintain a strong focus on priorities, holding others to account and swiftly respond to changing requirements.• Drive a performance culture within own area and support and encourage a focus on performance and priorities.
Difference Makers	<ul style="list-style-type: none">• Inspire colleagues to engage with the GambleAware's vision and purpose• Take opportunities to communicate and interact with colleagues, helping to clarify goals to meet the strategy, seeking constructive outcomes and challenge assumptions, remaining flexible and able to compromise where this is appropriate, to ensure progress.
Game Changers	<ul style="list-style-type: none">• Ensure activity is relevant and targeted, planning and thinking ahead, understanding the work of the team in the context of the wider external environment and its impact on GambleAware,• Gain a wider picture of GambleAware's strategy and activities to contribute to ensuring the team provides high quality professional governance and compliance advice and support

Person specification

Requirements	Essential	Desirable
Knowledge & experience	<ul style="list-style-type: none"> • Significant knowledge of charity governance law and practices • Proven track record of providing quality governance advice and management support to Boards and Committees • Experienced in senior-level stakeholder management • Good understanding of risk, insurance, health & safety, GDPR • Experience of minute and note taking • Experience of delivering or arranging policy training 	<ul style="list-style-type: none"> • Experience of working in a commissioning organisation • Experience of working in a Small or Medium Enterprise • Experienced in Data Protection Officer duties
Skills & abilities	<ul style="list-style-type: none"> • Excellent interpersonal skills, high ethical standards, and is a strong team player • Ability to build credibility quickly and to communicate with impact, including ability to influence senior stakeholders • Ability to demonstrate a high degree of flexibility and adaptability to manage multiple tasks • Excellent organisation skills • Ability to work autonomously • Ability to communicate clearly, both verbal and written • Demonstrates discretion in dealing with confidential information • Excellent IT skills including MSOffice, Teams & Zoom • Flexible in approach to work • Excellent attention to detail 	
Qualifications	<ul style="list-style-type: none"> • Fully or part-ICSA qualified (or with equivalent experience gained in a legal, compliance or similar professional capacity) 	
General	<ul style="list-style-type: none"> • Committed to continuous development • Commitment to GambleAware's mission and values • A clear understanding of, and commitment to, equal opportunities and diversity, and a commitment to promote high standards of conduct, integrity and probity • Must be prepared to travel and attend meetings and training as required, which may involve occasional overnight stays 	<ul style="list-style-type: none"> • Keeping up to date with Charity Commission guidance.

- Able to work flexibly within normal office hours. Be available to attend Board and Committee meetings as required
- A willingness to undertake a variety of tasks appropriate to the function, regardless of the associated level of seniority
- Eligible to work in the UK.

This job description does not form part of the contract of employment and may be subject to change.

How to apply

Key dates

Closing date for applications is midday on the 16th April 2025. Successful candidates will be invited to attend interview. Please apply early as we will be interviewing candidates throughout the application window.

We reserve the right to close the post and interview ahead of the closing date if and when we receive enough high calibre applications. Therefore, if you are interested, please submit your application as early as possible.

How to apply

Applicants must be eligible to work in the UK. To apply, please submit a comprehensive CV along with a cover letter to recruit@gambleaware.org. Your cover letter should highlight your relevant skills, knowledge, and experience, and outline the approach you would take for this role.

Please note that using Artificial Intelligence AI to write your application or cover letter is not advocated by GambleAware, and it could negatively impact your chances of success in the application process. While AI can help streamline the writing process, these tools cannot fully grasp the context or requirements of the job you're applying for, nor can they accurately reflect your skills, knowledge, and experience. It is crucial that you personalise your supporting statement by articulating these in your unique voice.

If you choose to use (AI) or other tools to assist in writing your application, we ask that you declare this clearly on your CV and / or cover letter, and bear in mind that it's essential to personalise this information, particularly in your cover letter.

Equal opportunities

All candidates are also requested to complete an online [Equal Opportunities Monitoring Form](#) which will be found at the end of the application process. This should be submitted to recruit@gambleaware.org. This is not mandatory but will assist GambleAware in monitoring selection decisions to assess whether equality of opportunity is being achieved. Any information collated from the Equal Opportunities Monitoring Forms will not be used as part of the selection process and will be treated as strictly confidential.

GambleAware is an equal opportunity employer and is committed to ensuring equal opportunities, fairness of treatment, dignity, work-life balance, and the elimination of all forms of discrimination in the workplace for all staff and job applicants.

Adjustments

We are committed to ensuring everyone can access our website and application process. This includes people with sight loss, hearing, mobility, and cognitive impairments.

Should you require access to these documents in alternative formats, please contact recruit@gambleaware.org. We also welcome any comments or suggestions about improving access to our application processes.

Personal data

In line with GDPR, we ask that you do NOT send us any information that can identify children or any of your sensitive personal data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, data concerning health or sexual orientation, genetic and/or biometric data) in your CV and application documentation.

Following this notice, any inclusion of your sensitive personal data in your CV/application documentation will be understood by us as your express consent to process this information going forward. Please also remember to not mention anyone's information or details (e.g. referees) who have not previously agreed to their inclusion.

Contact details

For a conversation in confidence, please contact recruit@gambleaware.org and we will come back to you.

About GambleAware

GambleAware is the leading independent charity and strategic commissioner working to keep people safe from gambling harms.

We are the leading strategic commissioner of gambling harm education, prevention, early intervention, and treatment across Great Britain. We work in close collaboration with the NHS, clinicians, local and national government, gambling treatment providers, as well as other mental health services. We operate across four key areas by:

- Providing support, advice, and tools to help people make informed decisions about gambling. We help people understand and recognise the risks of gambling, and direct them to more information, help and support, should they need it.
- Commissioning the National Gambling Support Network (NGSN), a group of organisations across Great Britain which provides free, confidential treatment, as well as the National Gambling Helpline which takes around 52,000 calls and online chats a year.
- Commissioning research and evaluation to increase our knowledge and understanding of what works in the prevention of harm.
- Producing public health campaigns on a national scale and providing practical support to local services and partners.

If you're worried about how gambling makes you feel, we can help. For free and confidential advice, tools and support, search GambleAware or contact the National Gambling Helpline, available 24/7, on 0808 8020 133.

Our independence

As an independent charity, GambleAware has an extremely robust system of governance processes in place, is accountable to the Charity Commission, and works to hold the gambling industry to account. Members of our independent Board of trustees are leaders within the NHS and public health sector and have no connection to the gambling industry. We work closely with DCMS, DHSC, OHID and the Gambling Commission, who all recognise our integrity and independence. The gambling industry has absolutely no input, influence or authority over any of our activity.

Governance

We have robust governance processes to guarantee our independence from the gambling industry. Our Board of Trustees have extensive public health and NHS backgrounds and are selected based on their expertise to support the commissioning of best practice national prevention, education, treatment and support services. GambleAware is committed to the Charity Governance Code. GambleAware's Board of trustees is chaired by Andy Boucher who is a leading advocate of important social inequality issues and a former senior professional services partner and chartered accountant. Other trustees have extensive public health and NHS experience.

Funding

GambleAware has long called for the introduction of a statutory levy on the gambling industry and was delighted to see a levy included in the Gambling White Paper. A levy will enable proper funding oversight, avoid duplication of work and provide a sustainable, transparent and long-term funding

model to ensure the successful delivery of the research, treatment and prevention services needed to prevent and treat gambling harms.

Gambling is a serious public health issue and having greater accountability and a government led National Strategy to prevent gambling harm, which is supported by sustainable funding, means all operators can be held accountable. The new statutory levy will give certainty and stability to commissioners like GambleAware, as well as service providers, to make long-term commitments to meet population needs. It will also ensure further separation between the industry and research, education and treatment. Sustainable funding will enable us and those working to reduce gambling harm to increase access to early interventions, expand the number of local systems who can act to prevent gambling harm and develop a commissioning plan which is specifically targeted at help young people and children.

Our guiding principles:

GambleAware has a vision to see a society where everyone is safe from gambling harms. To help achieve this, we are steered by a clear set of values which guide our behaviour and shape everything we do.

We are all here to make a difference...
<ul style="list-style-type: none">• We start from the perspective of people at risk of gambling harms• We ask what impact we can have• We are bold enough to set the agenda and lead the way• We persevere until we reach our goals• We do things that leave a legacy.
...by working with curiosity and innovation...
<ul style="list-style-type: none">• We strive for new ways to solve problems• We share learning, insights and expertise• We are willing to take risks or go out of our comfort zone• We ask questions and welcome constructive challenge• We learn from our successes and failures.
...and pulling together as one team.
<ul style="list-style-type: none">• We value everyone's talent and perspective• We ensure everyone feels welcome and can be themselves• We collaborate to deliver the best outcomes• We go out of our way to help each other• We celebrate everyone's success together.

Life at GambleAware

Employee benefits

We are committed to offering our employees a range of benefits to support their wellbeing. We regularly review and update our benefits and the list below summarises those currently on offer.

Annual flu vaccinations	Flexible working
Annual leave, 25, increasing to 28 with length of service days plus public holidays and Christmas closure	Access to GambleAware Rewards (online benefits portal)
Quarterly staff feedback survey	Investment in staff development
Cycle scheme	Mindfulness app and access to a Resilience Fund
Death in service	Pension
Employee assistance programme	Private healthcare
Eye-test and DSE assessment	Generous family friendly policies

Equal opportunities

GambleAware is committed to equality, diversity, and inclusion – with an EDI group at the core of the charity that is committed to driving real change throughout the organisation. Our aim is to ensure that our staff, partners, stakeholders, and those we commission – at all levels – are committed to driving change for a more equitable society promoting zero tolerance towards inequality, exclusion, racism and all forms of discriminations through the organisation and our partners.

GambleAware will be conducting quarterly staff surveys to allow for an open, honest, and confidential way for staff to feedback and share their observations of the charity and make suggestions for improved ways of working going forward.

Career development

At GambleAware, we pride ourselves on offering a work environment that encourage professional growth. We have a competency framework in place that sets out the skills, knowledge and behaviours that lead to successful performance. The framework is used as a basis for determining what employees need to achieve and how they can work to achieve this.

The framework is designed to empower staff to take control of their career and we deliver on this by offering regular internal and skills-based training opportunities for all employees, at any level. There are also opportunities for coaching across the team and with junior colleagues and we also provide an internal mentoring framework for all staff.

Company Secretary

Application pack

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GambleAware is the independent charity (Charity No. England & Wales 1093910, Scotland SC049433) and strategic commissioner of gambling harm education, prevention and treatment across Great Britain to keep people safe from gambling harms.

For further information please contact info@gambleaware.org