## Want to change the way the world works for women?

We are seeking a highly talented Company Secretary to join our volunteer Board of Trustees at UN Women National Committee UK. You’ll have the opportunity to contribute to the strategy of UNW UK - specifically, around risk and legal compliance, and help us change the way the world works for women.

This role is responsible for overseeing legal and compliance matters and ensuring our statutory and regulatory requirements are met. In addition to your Board responsibilities, you will be a key member of the Risk, Governance & Finance Committee (RGFC) and support the Executive Director with managing conflict of interest, risk, compliance and governance. You’ll have a volunteer Company Secretarial Assistant, who will support you with admin and coordination activities.

The time commitment will vary during the year depending on the work programme, management responsibilities and other commitments. It is estimated that the time equates currently to an average of 2 to 3 days per month (including managing and attending UN Women UK NC Board meetings and the AGM.) The Board usually meets 5 times a year in London with monthly RGFC sub-committee meetings (usually via conference call).

**Why join UN Women?**

Created in 2010, UN Women NC UK is part of the UN organisation dedicated to gender equality and the empowerment of women. We are committed to changing the way the world works for women, setting the strategic direction for UNW in the UK, delivering change through advocacy, awareness raising and fundraising. We partner with our strong government, business and civil society networks to reduce gender discrimination and improve the lives of women and girls in the UK and around the world.

You will be part of a growing world class organisation with one of the best employment/human rights brands in the market. Our programs positively impact people at their most vulnerable and in impactful ways. You can help shape the world, as we want to believe it is possible.

**We want to hear from you if you have:**

* Experience working as a Company Secretary within the not for profit sector.
* Knowledge of Charity and Limited Company statutory and regulatory requirements.
* Proven ability to monitor changes in legislation and inform senior stakeholders of the impact this may have on an organization.
* Good organisational skills.
* Strong interpersonal and communication skills
* IT literacy with access to a PC and the internet.
* Ability to work effectively as a member of a team.
* Ability to devote the necessary time and effort and attend all Board Meetings
* A strong interest in and empathy with the vision, mission and values of UN Women.

To apply for this role and join us on this exciting journey to change the way the world works for women, please send your CV and covering letter to [info@unwomenuk.org](mailto:info@unwomenuk.org)

In order to reflect the communities that we serve, we particularly wish to encourage male applicants and candidates of diverse backgrounds.