

act:onaid

Changing the world
with women and girls

Job Description:

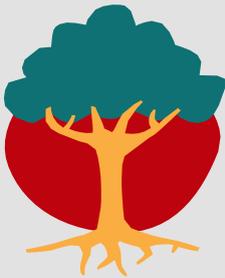
Company Secretary



Suya, Eva and Hellen, are members of the Loketa Women's and Girls Centre in the Imvepi refugee settlement, Uganda. The trio work as a voice for women in their community.

Thank you for your interest in learning more about positions at ActionAid UK.

ActionAid UK is an independent charity and member of Action Aid International, a global federation working for a world free from poverty and injustice. ActionAid UK focuses on women and girls because the denial of their rights is a grave injustice and one of the principal underlying causes of poverty worldwide.



Our vision

We believe in the individual and collective power of women and girls to create a just and fair world. A world imagined by social movements, particularly feminist and indigenous movements, centred around the care and wellbeing of people and the planet. A world in which women and girls, in all their diversity, can achieve their goals, fulfil their rights and define their future.

We are looking for employees who share our passion to fight gender inequality and will ensure women, girls and their movements are at the heart of our work. You would be joining at an exciting time as we launch a new 2025-2028 strategy which sets out our vision, mission and approach, implemented through the four strategic goals below.



Equity is central to our mission and values: we recognise and address disparities based on socioeconomics, gender, sex, age, sexual orientation, faith, race, ethnicity and disability. We particularly welcome applications from people of colour, individuals from working class backgrounds, with disabilities, and experience of working with women's rights organisations or movements in Africa, Asia and Latin America, to enrich the diversity.

About ActionAid

ActionAid UK is a member of the ActionAid Federation, a federation of 43 national organisations with a presence in 71 countries worldwide. Globally, we want to see a system that is fair and just for all, that starts from a foundation of human rights, peace and security, balance with the rights of the natural world.

In the UK, our primary role is to raise funds to support the work of Federation members who work with over 3,000 partner organisations including social movements, youth networks and women's rights organisations to tackle inequality and injustice in their communities.

While a lot of ActionAid UK's work is supporting the Federation's humanitarian and development work through raising much needed funding, this isn't the whole story. We also tackle the root causes of global inequality and injustice by influencing UK Government commitments and policies on a range of interlinked issues including climate justice, decent and dignified work, fair public services, peace and security and an end to violence against women and girls. For more information, please find our [latest annual report here](#).



The team behind ActionAid's Girl-led Research Project spending time together.

Operational / External Title: Company Secretary

Role Title:	Company Secretary
Date of JD Review:	February 2026
Department:	CEO Office
Team:	CEO
Tenure:	Part time-Permanent (3 days)
Band & Range:	Band D
Location:	London, Hybrid
Reports to:	Co-CEO
DBS check required:	Yes [DBS Roles]
Role requires travel:	Limited to UK based meetings (subject to the requirements of the role)
Budget Holder	No
Direct Reports:	No
Indirect Reports:	No
Dotted line reports:	No
Does This role International require Travel:	No
<p>Internal Key Contacts: Co-CEO Office Liaison and Internal Comms Lead; Chair of Trustees; Chairs of Board Sub-Committees; Deputy Director of Finance; Head of Audit and Risk; Head of Projects and Transformation; Assurance & Policy Governance Specialist; Head of Media, Data Protection Officer and Reputational Engagement; Director of Innovation and Impact.</p> <p>External Key Contacts: Regulators – Charity Commission and Companies House · Legal Advisers · Networks on charity governance</p>	

Purpose Of the Role:

This key purpose of this role is to manage governance at ActionAid UK (AAUK) by providing effective and efficient governance support and advice to the Chair of Trustees, Board of Trustees, sub-committees and senior leadership.

This role supports the Chair of Trustees across the full range of the Chair's responsibilities, including trustee recruitment, induction, training, communication and appraisal. A crucial responsibility is to ensure that board and sub-committee meetings are well organised and administered, that information flows well between trustees and senior management and to initiate and implement governance reviews in line with the Charity Governance Code.

Acting as the key point of contact with the Charity Commission on governance related matters, this role also oversees the production of the Annual Trustees Report and Statutory Accounts and advises the Board and senior management on serious incident reporting and developments in the legal and regulatory environment.

Main Accountabilities:

Team Working

- Engage with and demonstrate commitment to AAUK's mission, vision, values and strategic aims, and 'My Feminist Behaviours' (including adherence to our Code of Conduct).
- To undertake any other duties, appropriate to the level in accordance with agreed procedures and guidelines.
- Proactively engage with the performance development approach, taking responsibility for seeking appropriate development opportunities and taking part in learning.

Communication and planning

- Act as a key point of contact between the Chair, Trustees and Leadership Team, ensuring a timely, accurate and transparent flow of information across governance and leadership structures.
- Oversee a forward-looking governance calendar for AAUK, ensuring staff and trustees are aware of key events, dates and reports in advance.
- Act as Secretary to the Board and its sub-committees, administering Board and sub-committee meetings, preparing agendas, producing minutes, ensuring that attendees have agendas and papers on time, alerting them to agreed action points and deadlines using a formal action log, and ensuring that other attendees are clear on their role and timeslot.
- Lead on the organisation of the annual Board Away Day for Trustees and Directors, working with the Co-CEO Liaison Lead, including oversight of logistics, agendas, preparation of papers and coordination of attendees and contributors
- Liaise with colleagues in the Global Secretariat to share appropriate updates or policies with the UK Board, and to plan for international governance meetings and events and support the Board in its response and attendance at the ActionAid Federation Global Assembly.

Governance best practice

- Act as AAUK's principal governance adviser to the Chair, trustees and the Leadership team
- Support the Board to develop and update a Board Development Plan.
- Work with the CEO/s, Chair and trustees to implement governance reviews to ensure accordance with the Charity Governance Code, legislative compliance, and best use of resources identifying any areas requiring development.
- To lead, working with the Chair and Co-CEOs, on the recruitment of new trustees, including the organisation of interviews.
- To lead, working with the People and Culture Team, the induction of new trustees into the values and work of the organisation, and to arrange training for trustees as required.
- Maintain an overview of the content of AAUK's policies and procedures, as well as the register of AAUK and AAI policies that are relevant for the Board and share as appropriate.
- Ensure compliance with AAUK's governing documents, including the Articles of Association.

Regulatory management

- Project manage the production and sign off of the Trustees Annual Report and Accounts, working closely with the Deputy Director of Finance and Head of Audit and Risk on statutory requirements, the Creative Team on the narrative report and the Head of Media and Reputational Engagement on managing reputational risk.
- Act as the key point of contact with the Charity Commission on governance related matters as appropriate, and in consultation with the Board and the Leadership team.
- Maintain timely filing of the Annual Report and Returns at the charity Commission and Companies House in accordance with regulations.
- Advise the Board and Management regarding serious incident reporting; completing serious incident reports, liaising with both the Board, Management and Safeguarding lead.
- Coordinate the annual declaration of interest process, advise the board on any potential or actual conflicts, and manage any in-year declarations.
- Ensure the Modern Slavery Statement is published annually by statutory deadlines.

EXPERIENCE, KNOWLEDGE & EXPERTISE

Essential Criteria:

- Commitment to AA's vision, [mission](#) and values, including a commitment to [feminist principles](#), safeguarding, and working in an organisation committed to working for the rights of women and girls.
- Commitment to AA's values of Equality, Diversity & Inclusion and upholding the values of becoming an anti-racist decolonised INGO.
- ActionAid UK is committed to preventing any form of sexual harassment, exploitation, and abuse (including child abuse and adult at-risk abuse) and responding robustly when these harms take place. We expect all ActionAid UK Staff and ActionAid UK Associated Personnel to share this commitment.
- Commitment to continually improving your digital skills and knowledge within the working environment.
- Commitment to AAUK's Data Protection & Processing Policy and ability to comply with Data protection legislation and best practice in data management and processing.
- Exceptional organisational and planning skills with the ability to prioritise competing demands and work to tight deadlines.
- Strong interpersonal skills which include the ability to work with confidential information and to liaise with multiple stakeholders within a complex global organisation.
- Knowledge of legal and regulatory requirements for charitable organisations and experience of implementing policies and systems to ensure compliance
- A great eye for detail, and to produce accurate reports, minutes and other papers as needed
- Ability to demonstrate good judgement and to support the Board in a credible and professional manner.

Desirable Criteria:

- Experience of living and working in the "Global South", especially regions where we are funding programmes & projects
- Experience of working for an INGO
- Experience of working within a rights-based organisation.
- Experience of living and working in the "Global South", especially regions where we are funding programmes & projects
- Experience of working for an INGO

[Click here for 'My Feminist Behaviours'](#)

This role profile sets out the current duties of the post that may vary from time to time without changing the character of the job or the level of responsibility entailed. However, all role profiles are regularly reviewed and updated accordingly in line with organisational needs.

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[actionaid.org.uk](https://www.actionaid.org.uk)

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