

<b>Job Title</b>	<b>Spectris Foundation Manager</b>				
<b>Reporting To</b>	<i>Rowena Innocent</i>				
<b>Department</b>	Spectris Foundation			<b>Role Type</b>	<i>Part time, 2 days per week</i>
<b>Date</b>	<i>09</i>	<i>08</i>	<i>21</i>	<b>Location</b>	<b>Remote: London area</b>

## Spectris Foundation – about us

Spectris Foundation is a newly registered charity whose purpose is to champion equal opportunity for those with a passion for technology and a desire to engineer a better world.

The aims of the Spectris Foundation are

1. to fund education in science, technology, engineering, and maths (STEM) subjects by
  - supporting initiatives aimed at widening access to STEM subjects, particularly those with the aim of increasing diversity in those studying STEM subjects and improving representation of underprivileged students
  - promoting innovative teaching in STEM subjects, which may include providing grant funding to train teachers and other educators in STEM education.
  - providing grants or bursaries for students studying STEM subjects.
  - supplying teaching materials to support practical teaching in STEM subjects.
  - supporting initiatives aimed at assisting adults wishing to return to a career in a STEM role.
- and
2. to run a grant making programme that is designed to support a range of charitable activities around the world, where those charitable activities are of particular importance to Spectris, its employees or the communities in which it works.

Spectris Foundation Registered Charity Number 1195233

## ROLE SUMMARY

### Candidate Profile

Spectris Foundation Manager will be responsible for legislative and regulatory requirements affecting the charity and its activities, including ensuring all actions are in line with the charity's governing document. The successful candidate will ensure the smooth and efficient running of meetings, provide assistance and support to the Spectris Group Head of STEM Strategy and the Spectris Foundation board of trustees. They will ensure appropriate administration of the Foundation's activities and maintenance of appropriate financial records.

Individuals are sought who have a strong empathy with our mission to champion equal opportunity for those with a passion for technology and a desire to engineer a better world. Experience, skills and expertise in charity law, and an interest in STEM and diversity in technology are essential.

### Key Accountabilities

- To act as charity secretary and ensure that charity law, and regulatory requirements of reporting and public accountability are complied with.
- To liaise with the chair and Group Head of STEM strategy to plan, arrange and produce agendas and supporting papers for trustee meetings and for drafting the subsequent minutes.
- To ensure that all meetings comply with the requirements of the governing document.
- Arranging and administrating trustee meetings and any sub-committees in line with legal, and other regulatory requirements, and in accordance with the governing document.
- Accurately record decisions and actions in the minutes and report to the next board meeting on the progress of actions and the result of decisions.
- To advise and guide the board of any legal and regulatory implications of the charity's strategic plan.
- To act as the custodian of the governing document, in liaison with the trustees, reviewing its appropriateness and monitoring that the charity's activities reflect the objects set out in the governing document. Also, to act as the holder of statutory registers and books, and other legal and important documents.
- Supporting the trustees in fulfilling their duties and responsibilities, organising trustee induction and ongoing training.
- Ensuring that trustee decisions are implemented in accordance with the charity's governing document or other internal operational procedures.
- Maintain appropriate financial records for the Foundation, liaising with external advisors as appropriate to ensure the production of accounts and (if applicable) tax returns in accordance with UK corporate and charity law.
- Arrange payments from the Foundation's bank account in accordance with the wishes of the Trustees and with appropriate authorisation
- Ensuring the charity's stationery, including electronic communications (emails, websites etc), orders, invoices, cheques and other relevant documents include all the details required under company law and, if applicable, charity law and/or VAT law.
- Support the Spectris Foundation employee engagement team, arranging meetings, taking minutes and supporting interactions with third parties and volunteering activities

## CANDIDATE SUMMARY

### Candidate Key Skills

- Knowledge of Charity law and the voluntary sector.
- Record keeping, information retrieval and dissemination of data/documentation to the trustees and relevant parties.
- Writing agendas and concise minutes.
- Commitment to the organisation and a willingness to devote the necessary time and effort.
- Preparedness to make recommendations to the board and a willingness to speak their mind with diplomacy.
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- An ability to work autonomously and also effectively as a member of a team.
- Excellent communication and interpersonal skills.
- A positive and 'can-do' outlook.
- Commitment to promoting equality and diversity.
- Ability to organize time and work to deadlines.
- Good IT skills.

<b>Candidate Experience and Qualifications</b>
<ul style="list-style-type: none"><li>• Previous experience as charity secretary essential.</li></ul>