



Secretariat & Risk Trustee- RicNic

Location: Remote (UK-wide); *candidates with connections to the West Midlands, or lived experience of the communities RicNic services are particularly welcome.*

Time commitment: This is a voluntary role that does not require a significant time commitment.

- Approx. up to 3 hours per fortnight, particularly when reviewing policies.
- Quarterly Board meetings (online, weekday evenings), with occasional involvement in sub-committees or planning sessions.

Terms of office: 3 years, renewable up to a maximum of 6 years.

Context:

RicNic is a youth-led creative charity, supporting children and young people to develop their skills from early years to early careers. Our vision is a world in which every young person has the confidence, skills and platforms to shape their communities through creative practice and leadership. Our projects are delivered in schools, community settings and professional theatre venues, all within a youth-led framework which supports and encourages participants to build responsibility and ownership of their own work. The charity is funded through grants from trusts and foundations, income from workshops and events, and a pay-what-you-can membership to our regular groups, ensuring that we remain as accessible as possible to those who attend our projects. RicNic is based in Walsall, West Midlands and primarily serves areas of high multiple deprivation.

For more information about our work please visit: www.ricnic.org.uk

Overall Purpose of the Role:

RicNic is currently looking to appoint an individual to the role of Secretariat & Risk Trustee on our board. We are keen to welcome someone with strong governance,

compliance or policy experience who can help ensure our trustee records, declarations, and risk oversight meet the standards expected of a well-run charity, and support the Board in staying ahead of emerging risks as RicNic grows.

Trustee Responsibilities (All Trustees):

As with all trustees, the Secretariat & Risk Trustee shares collective legal responsibility for RicNic's governance. All trustees are asked to:

- Understand RicNic's aims and objectives as set out in our governing document, and ensure we operate in accordance with them
- Help set the strategy for the organisation, including financial strategy, and monitor its implementation and progress
- Use their skills, knowledge and experience to further RicNic's work, putting aside personal interests and declaring any conflicts of interest as they arise
- Identify risks to RicNic and ensure they are monitored
- Attend and contribute to board meetings, and undertake agreed tasks between meetings
- Uphold RicNic's policies and procedures relevant to the trustee role, including confidentiality, safeguarding and data protection
- Uphold and contribute to RicNic's approach to equity, diversity and inclusion
- To act as an ambassador and champion for RicNic- promoting our work positively at events, in professional networks, and online, and helping open doors to new supporters, partners or funders where opportunities arise.

Secretariat & Risk Responsibilities:

In addition to general trustee duties, the Treasurer will:

- Support overall good governance by helping to maintain accurate trustee records and declarations, including Charity Commission entries
- Own and maintain the organisational risk register, ensuring it is live, realistic, and regularly reviewed
- Contribute to the Trustee induction process and Board development
- Act in the best interests of the charity in accordance with Charity Commission guidance

Specifically, the Secretariat & Risk Trustee will:

- Liaise with the Chair, CEO and fellow trustees to ensure Board papers, agendas and minutes are properly prepared, circulated, and recorded
- Bring emerging risks to the Board's attention in a timely way, including safeguarding, financial, operational and reputational risks
- Review mitigation plans and constructively challenge whether existing controls are proportionate and effective
- Lead or contribute to the drafting, implementation, and periodic review of key organisational policies (e.g. safeguarding, diversity & inclusion, data protection)
- Monitor RicNic's compliance with relevant charity regulation and governing document requirements
- Support fellow trustees to understand governance and risk obligations, presenting complex information clearly to the Board
- Coordinate, or support the coordination of, submissions to the Charity Commission

Person Specification

Essential

- *Strong understanding of charity governance and regulatory requirements in England*
- *Demonstrated experience drafting, implementing, and reviewing organisational policies*
- *Familiarity with not-for-profit governance; ability to think strategically and act as a critical friend to CEO and fellow Trustees.*
- *Excellent written and verbal communication skills, with the ability to clearly present complex information to a diverse Board*
- *Sound, independent judgement, with the ability to constructively challenge*
- *Willingness to speak candidly at board meetings while working collaboratively towards shared decisions*
- *Ability to understand and act within charity governance responsibilities, including safeguarding, confidentiality and conflicts of interest*

- *Willingness to commit the time required for the role, including reading papers and undertaking tasks between meetings*
- *A genuine interest in and commitment to RicNic's mission of youth-led creative development*

Desirable

- *Formal company secretary qualification (e.g. ICSA/Chartered Governance Institute) or equivalent experience*
- *Background in risk management or internal audit*
- *Previous trustee, non-executive director, or other board-level/governance experience*
- *Legal or compliance background*
- *Experience of governance within a charity or not-for-profit organisation of a similar size to RicNic*

How to apply:

To arrange an informal chat about the role or to apply please contact Jennifer Holyhead (CEO) at jennifer@ricnic.org.uk

Applications should include a CV and Cover Statement (in written or video/audio format if preferred) covering your interest in our work and aligning your skills to the brief above.

Closing date: 5th September 2026

RicNic aims to be an equal opportunities organisation and welcomes applications from all individuals regardless of gender, age, disability, religion, belief, sexual orientation, marital status or race.