

Minute Taker

Job Description

**Who we are**

The Eikon Charity helps children and young people in Surrey to feel and be safe, heard, and supported. We listen, talk, and help them build the skills and confidence they need to thrive. And we work with families and professionals to make sure that everyone gets the support they need. We are looking for people with passion and expertise to join the team.

**Our vision**

For all children and young people in Surrey to be safe and to thrive.

**Our mission**

To enable and support children and young people in Surrey to have the wellbeing and resilience they need to stay safe and to thrive.

**Our values**

We elevate and amplify the voices of children & young people.

The needs of young people guide everything we do, shaping every decision and action we take.

We act with compassion.

We empathise with the pressures of modern life and feel compelled to help without judgement.

We work together.

Partnering with parents, carers, schools, policymakers, and young people themselves helps us all to succeed.

We take responsibility.

We recognise our part to play in the future of children & young people, and we hold ourselves accountable for their success.

**Our culture**

We recognise our collective strength and champion the power of individuals. Our teams are amazing and inspire people every day. We work hard to create an environment where all of our staff and volunteers feel comfortable to bring their whole selves to work.

Diversity enriches us and improves the support we give children and young people.

The work we do creates change to be celebrated, rewarding moments, and outcomes to be proud of every day. It can also bring professional and personal challenges to each of us.

We support each other to share our moments of success, do the best we can for young people, ensure everyone enjoys their work, and support our colleagues when they need it.

**The practicalities**

**Location:** Eikon Charity at Fullbrook School, New Haw Surrey

**Length of Contract:** Permanentor would sub-contract

**Hours:** 4 – 6 hours per Board or Committee meeting (circa 8 times per year)

**Pay:** Negotiable depending on experience and type of contract

**Eikon is seeking someone to support the Chair of Trustees and wider Board of Trustees by taking the formal Minutes of our Board, some committee meetings and of an annual Away-Day.**

Growing up in today’s world can be incredibly challenging. Every child, every young person deserves to feel safe, heard, and supported. So, we create spaces for them where they can be themselves and talk about their thoughts and feelings. They understand better than anyone what’s happening in their own lives, so we listen, without judging.

We help young people to build the confidence and the skills they need to be safe and to thrive. Where help is needed, we help early, because it often stops problems from becoming much bigger. We’re also there for children and young people when problems have developed, and they need more focused help.

Schools, parents, and carers sometimes need help too, so we work with families and professionals to provide networks of support and care around children and young people. Everything we learn from our work we use to inspire change for young people.

Eikon has grown significantly over recent years, and we are now working to support thousands of children, young people, and families across Surrey. Part of this growth is due to the incredible support of our highly skilled and dedicated Board of Trustees, who bring a range of skills and experience and use their expertise to oversee the strategic direction, governance, core policies, financial oversight, legal compliance, and general performance of the charity to meet its charitable purposes.

The Board meets four times per year (February, May, September and November) in the early evening (typically 17:00-20:00) and together with the Senior Leadership Team has one Away-Day each year (09.00 to 17.00) to review strategy, the annual plan and budget. There are also committee meetings between the Board meetings that need minutes taken (generally 16.30-18.30 virtually)

**Responsibilities**



This role will entail the following:

* Pre-Board / Away-Day meeting discussion with the Chair of Trustees to review the agenda
* Attendance the Away-Day, in person
* Attend Board/Committee meetings can be in person or via Teams link
* Drafting of Minutes and Actions Arising Reports (NB templates are available for the Minutes and Actions Arising Reports)
* Finalisation of the Minutes for issue
* Experience, at any level, of secretarial duties that has included taking the minutes of meetings covering a range of subject matters
* A desire to be involved in a lively and dynamic team environment delivering essential support services covering the emotional wellbeing and mental health of young people
* Attention to detail and confidentiality

This Job Description and Person Specification reflects the duties of the post as they exist at this time and may be subject to change based on the needs of the Department Programme. The post-holder may be required to undertake other duties commensurate with the salary and competence requirements of this post from time to time as required.

**Eikon is committed to safeguarding and promoting the welfare of young people and expects all employees and volunteers to share this commitment. The suitability of all prospective employees or volunteers will be assessed during the recruitment process.**

**An offer of employment will be subject to an approved Enhanced DBS and Barring Disclosure.**

The Eikon Charity is committed to a policy of equality of opportunity and aims to provide a working environment which is free from unfair discrimination and will enable employees and volunteers to fulfil their personal potential.

**Applications**



**As part of our Safer Recruitment Policy, we do not accept CVs.**



If you are interested in applying for the role, please visit our website: [www.eikon.org.uk](http://www.eikon.org.uk)/work-for-us/ where you will find all the information and the application form.

If you have any questions, or for more information please contact [recruitment@eikon.org.uk](mailto:recruitment@eikon.org.uk) or phone Jean Pullen on 01932 629656 (Mon to Thur)