



Charity Secretary (Trustee)

This is an exciting opportunity to be the Secretary of The Horton Arts Centre's Board of Trustees.

Are you well-organised, good with IT, and enjoy dealing with administrative tasks?

Are you interested in becoming a Charity Secretary of an extraordinary arts and heritage venue, created within a truly iconic and historically significant former hospital chapel? Join us in shaping our mission to:

“Enrich the community and bring people together, through creativity and innovative use of both our indoor and outdoor spaces.”

Background

The Horton is a new, award-winning venue in Epsom, that opened in 2022. Having completed a complex £3m restoration of the former chapel, we are now moving forward with our plans to make The Horton a renowned and vibrant cultural centre, championing the creative arts and our important history of mental health care. The Horton is managed by a small staff team, supported by volunteers and overseen by a board of trustees.

We are looking for an organised and dedicated Secretary to help support the growth and development of The Horton as we enter a new phase. Previous board/trustee experience is not necessary, and we welcome applications from all ages and backgrounds. We particularly welcome applications from under-represented groups, as we want to include those affected by under-representation and for our boards to reflect the communities we serve.

The Secretary will join our friendly board of trustees (Horton Chapel Arts & Heritage Society) and will help to ensure that the charity complies with its legal obligations and meets its charitable objectives as well as ensuring that board meetings run smoothly. The board currently comprises six trustees (maximum of twelve) and we are seeking to grow with the addition of various trustee positions including the Secretary role.

The Horton embraces diversity and equal opportunity in a serious way. We are committed to building a board of trustees that represents a variety of backgrounds, perspectives, and skills. The more inclusive we are, the better our work will be. [Find out more about our culture.](#)

Key Responsibilities:

Read about what a trustee does [here](#).

The Secretary shares the same governance responsibilities as other board members (“trustees”).

- Helping the charity fulfil its charitable objectives, comply with its legal obligations, and maintain good governance.

As well as:

- Ensuring that board meetings run smoothly by liaising with the chair on the agenda and circulating board papers in advance of board meetings.
- Taking the minutes of board meetings, recording actions and key decisions.
- Acting as the charity contact for the Charity Commission.

Trustee appointments are for a standard term of three years with a maximum of three terms before taking a break from trusteeship for at least a year.

Requirements:

- There are no specific requirements for the role but it would suit someone who is well-organised, used to dealing with administrative tasks and meeting deadlines, circulating board papers, and taking minutes at meetings.
- The ability to communicate clearly.
- Good IT skills, including working knowledge of Teams (for running meetings virtually) and SharePoint.
- Knowledge and experience of charity governance would be useful but is not a requirement of the role as there is plenty of scope to improve your knowledge and experience in this area.
- Support the vision and values of the Charity and our commitment to promoting diversity and inclusion.

Time Commitment:

- Trustees at The Horton typically spend a few hours each week on charity matters – each with their own specialist area.
- Trustees are also in regular contact by email.
- This is a voluntary role
- The board of trustees meets around 10 times per year (usually weekdays between 7.30-9.30pm). Most of the board meetings are held virtually, and if we meet in person, we strive to have a virtual way for people to join too.
- We meet twice a year for strategic planning sessions.
- Trustees are also encouraged to attend events e.g. volunteer social evening, etc.

How to Apply

Please send either a written statement (maximum two sides of paper AND font size no smaller than 11) or a video (no longer than two minutes) if you prefer, outlining why you're interested in being the Secretary of The Horton Board of Trustees, and what skills, expertise and personal qualities you would bring. Please email this to enquiries@thehortonepsom.org

Please also send your CV, but we will only focus on your statement in assessing your eligibility for an interview.

We would greatly appreciate it if you could complete this anonymous [Diversity Audit Form](#).

If your first-stage application is successful, we will contact shortlisted candidates for an initial chat before extending an invitation to attend our board meeting, scheduled for Monday, June 10th.

For an informal chat or if you have any questions (which we encourage), please email enquiries@thehortonepsom.org

So, if you have a passion for delivering memorable experiences that leave a lasting impression for everyone, every time, and believe in the value of strong effective governance, then we really want to hear from you.