## **VOLUNTEER RECRUITMENT**

# Secretary to the Convenor and Tribunal Board

Contact: alison.rimington@gov.gg





### Thank you for expressing an interest in becoming a volunteer with the Children's Tribunal System.

The Board Support role provides administrative and organisational support to the Convenor and Tribunal Board (the Board), reporting directly to the Chair. The postholder will be responsible for coordinating and minuting Board meetings, managing correspondence, maintaining records, and supporting Board-related processes and governance.

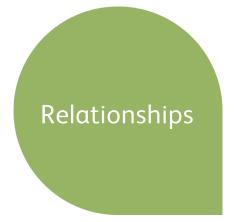
This is a part-time voluntary role, with hours arranged in line with the boards calendar and workload. The postholder will be expected to attend and minute all Board meetings (typically four to six per year) and carry out additional duties as required by the Board.



- Organise Board meetings, including booking the meeting room, arranging virtual facilities where needed, coordinating attendees and guests where requested
- Attend and accurately minute all Board meetings
- Prepare and distribute meeting papers in advance of meetings
- Track and follow up on actions arising from meetings
- Process Board Member allowances in a timely and accurate manner
- Manage Board documentation in line with agreed protocols and data retention policies
- Handle all Board correspondence, including drafting and sending communications on behalf of the Chair
- Maintain accurate records of Board membership and DBS checks for Board Members
- Undertake other administrative tasks as required by the Board



- A high level of integrity, professionalism, and confidentiality
- Strong interpersonal skills and the ability to communicate effectively
   with a wide range of stakeholders
- Excellent organisational and time management skills, with the ability to work independently and manage multiple tasks
- Accurate minute-taking and strong written communication skills
- Proficient in Microsoft Office applications (Outlook, Word, Teams, Excel, SharePoint)
- Proactive, self-motivated and adaptable



- Reports directly to the Chair of the Board
- Works closely with the Chair and Board members, and liaises with staff
   in the Office of the Children's Convenor when required
- May interact with professionals from other departments (e.g., Court and Bailiff's Chambers) as directed by the Board



Applications can be made by emailing Alison Rimington on <a href="mailto:alison.rimington@gov.gg">alison.rimington@gov.gg</a> with a CV and cover letter.

We do hope that you will consider applying to become a volunteer for the Children's Tribunal System; we very much look forward to hearing from you.







## **About The Children's Tribunal System**



The members of the Convenor and Tribunal Board are:

Mr Jon Beausire (Chair) Mr Alan Miller
Mrs Angharad Lewis-Jones Ms Alison Rimington
Mrs Gill Couch Dr Beverley Workman
Ms Charlotte Cox Ms Juliet Bousfield

The Children's Convenor is Ms Karen Brady
The President of the Tribunal is Mr Steve Melbourne

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#### The Four Parts of the System

#### The Children's Convenor

The Convenor's main responsibility is to decide whether or not a child or young person should be referred to the Tribunal. The Convenor also has many other legal responsibilities relating to children and young people and the Tribunal process. The Convenor also provides the administrative and executive support to the four parts of the Children's Tribunal System.

#### The Child, Youth and Community Tribunal

The purpose of the Tribunal is to make decisions that protect children from harm and promote their health, welfare and development. The Tribunal is a legal forum and the decisions that it makes are legally binding. The Tribunal deals with children where compulsory state intervention may be needed to ensure that they receive adequate care, protection, guidance and control.

#### President of the Tribunal

The President's main responsibilities are to manage the work of the Tribunal, including monitoring and developing the performance of its members.

#### The Convenor and Tribunal Board

The Board sets the overall strategic direction for the Children's Tribunal System and provides support and challenge to both the President and the Convenor. The Board does not get involved in operational matters and is not able to make decisions that relate to or interfere with any of the statutory functions of the Convenor, the President or the Tribunal itself.

The Tribunal works closely with several other agencies and roles. This wider community includes the Committee for Health and Social Care, which is responsible for giving effect to the decisions of the Tribunal, Social Workers, Safeguarders (also know as Family Proceedings Advisers), teachers, advocates and a whole range of other professionals and volunteers.