

VOLUNTEER RECRUITMENT

Secretary to the Convenor and Tribunal Board

Contact: alison.rimington@gov.gg



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About the role

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.

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Main responsibilities

- 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

Requirements

- 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

Relationships

- 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

How to apply

Applications can be made by emailing Alison Rimington on alison.rimington@gov.gg 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.

Appendix

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



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 known as Family Proceedings Advisers), teachers, advocates and a whole range of other professionals and volunteers.