



Global Health  
Partnerships  
*FORMERLY THET*

# We're hiring!

 **JOB PACK**

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Thanks for your interest in working at GHP.  
This job pack provides you with everything you need to  
know to apply for this role and what it means to work at  
GHP.

**COMPANY SECRETARY**



## JOIN OUR TEAM!

### About Global Health Partnerships (GHP) Formerly THET

GHP is a global health charity working in partnership with governments, health institutions, and international bodies to train health workers and strengthen health systems across 31 countries.

We do this through grants management and capacity building, alongside research, convening and advocacy towards the goal of Universal Health Coverage. At the centre of our approach, is the model of Health Partnerships, long-term relationships between UK and LMIC health institutions, which improve health services through the reciprocal exchange of skills, knowledge, and experience.

At the heart of our work is vision of a world where everyone has access to healthcare.

Find out more at [thet.org](https://thet.org).



Global Health  
Partnerships  
FORMERLY THET

# OUR VALUES

1



**Partnering through collaboration**

2



**Partnering with respect**

3



**Partnering with integrity**

4



**Partnering through learning**





# JOB SPECIFICATION

Contract	Fixed-term contract (12 months). 2-4 consulting days per month, maximum of 36 days per year.
Reports to	Chair of Board. Dotted line to CEO and COO.
Location	Remote (travel to London may be required 1-2 times per year)
Salary	£250-350 day rate (dependent on experience and qualifications)
Line Management of	No direct reports





# KEY RESPONSIBILITIES

## Main responsibilities

- Prepare agendas and papers for Board/ Committee Meetings and the AGM, including taking minutes of these meetings and ensuring that follow up actions are implemented.
- Prepare the annual cycle of Board/Committee Meetings and Awayday.
- Channel of communication between the Trustees/Committees, Senior Management Team and non-executive directors (including correspondence before and after meetings)
- Update the governance section of the charity's website.
- Draft resolutions and submit the annual returns and any charity or trustee changes to Companies House and Charities Commission
- Undertake governance projects related to the charity's name change, articles of association, GHP Wales, GHP Scotland and any other projects that may arise.
- Coordinate the recruitment of Trustee/s as required.
- Ensure that GHP's statutory, governance and legal policies are updated, approved, published and communicated.
- Ensure Committee terms of reference are reviewed annually.
- Ensure that the Trustees register of interests is updated annually.
- Ensure that the Trustees' training portal is active and facilitates the training programme.
- Monitor and act on relevant legislation and regulatory changes
- Liaise with external regulators and advisors (lawyers/ auditors)
- Review Memorandum and Articles of Global Health Partnerships to ensure they are up to date.





# PERSON SPECIFICATION

Person specification	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Governance related training or qualification</li></ul>	
<b>Experience</b>	<ul style="list-style-type: none"><li>• Worked within a Company secretarial team, working with Boards and Senior Management teams</li><li>• Committee administration or governance work</li><li>• Worked with a charity, NGO, multi culture organisation</li><li>• Minute taking at Board / Committee level</li></ul>	





# PERSON SPECIFICATION

Person specification	Essential	Desirable
<b>Knowledge</b>	<ul style="list-style-type: none"><li>• A good understanding of Charity and Corporate governance</li><li>• A good understanding of Charity and Company law</li></ul>	
<b>Skills</b>	<ul style="list-style-type: none"><li>• Good oral and written communication skills</li><li>• Good level of IT skills, especially with Microsoft 365</li><li>• Good minute taking skills</li><li>• Good planning, organizational and interpersonal skills</li><li>• Integrity and respect for confidentiality</li><li>• Good analytical and problem-solving skills</li><li>• Self-motivated and able to work independently</li></ul>	





# PERSON SPECIFICATION

Person specification	Essential	Desirable
<b>Values</b>	<ul style="list-style-type: none"><li>• Strong commitment to GHP's cause and values</li><li>• Flexible and adaptable Highly motivated self-starter</li><li>• Intercultural sensitivity and awareness</li><li>• Strong commitment to equal opportunities.</li></ul>	





## What we offer

- Flexible working hours
- Remote working arrangements
- Enhanced Maternity and Paternity leave benefits
- Confidential Employee Assistance Programme
- 25 days annual leave plus three days off between Christmas and New Year
- Annual learning & development allowance
- 5% employer pension contribution when an employee contributes 3%.
- A friendly, supportive work environment.

## HOW TO APPLY

If this opportunity appeals to you, then please do apply by following this [link](#) by 23:59 (GMT+0) on Wednesday 12th March.

GHP reserves the right to close applications early should a large volume of applications be received. Applicants are advised to apply early to avoid disappointment.

**This post is UK based. Non-EC nationals will require current and valid permission to work in the UK.**

GHP is committed to creating a diverse and inclusive organisation, reflecting the diversity of the health community and wider society. We welcome applications from people of all backgrounds and personal characteristics. All staff must comply with GHP'S Safeguarding Policy and Code Conduct (visit our website for more information).

**Disclaimer on Artificial Intelligence:** As part of the recruitment process at GHP, we want to see how candidate's personal and unique experiences and skills can contribute to our work and our mission. Therefore, the use of AI tools is discouraged throughout all steps of the recruitment process, including application, assessment, and interview. Candidates found to be using AI tools may be disqualified from consideration for this role.

