



## **Role Description: Minute Taker, Board of Trustees**

### **About The Oxford Parent-Infant Project**

At OXPIP we help parents and their babies build close and loving relationships from the start of life. For over 25 years, we have provided time limited, intensive therapeutic support to parents and their babies from conception to 2 years old as well as training for professionals. OXPIP also works with policy makers and the general public to build awareness, support and capacity for parent-infant attachment and infant mental health.

We are a registered charity mixing local service delivery with national influence and profile. Working closely with other trustees and OXPIP's executive, this role is an interesting and rewarding opportunity to be part of one of Oxfordshire's most innovative and exciting charities.

### **Safeguarding**

OXPIP is fully committed to safeguarding and protecting the welfare of all children and taking all reasonable steps to promote safe practice and protect children from harm, abuse and neglect. OXPIP recognises its duty of care to safeguard children as detailed under the Children Acts' 1989 and 2004 and Working Together to Safeguard Children 2015. OXPIP acknowledges its duty to act appropriately with regards to any allegations towards anyone working on its behalf, or towards any disclosures or suspicion of abuse. OXPIP supports and adheres to the United Nations Convention on the Rights of A Child (UNCRC).

OXPIP believes that:

- The welfare of all children and young people is paramount. We treat infants as individuals entitled to dignity and respect.
- Every child has the right to equal protection from harm or abuse.
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.
- Working in partnership with children, their parents, carers and other agencies is essential in promoting young people's welfare.
- We are all responsible for raising awareness of best practice.
- Safety is the responsibility of all members of OXPIP.

We adopt and apply safer recruitment practices for all staff, trustees and volunteers.

Please refer to OXPIP's Safeguarding Policies for more details by clicking [here](#).

### **Role of the Trustees**

The Board of Trustees are responsible for the overall governance and strategic direction of the charity, developing the organisation's aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines.

## **Main Duties of Trustees**

1. Ensuring that the charity complies with legislative and regulatory requirements, and acts within the confines of its governing document and in furtherance of organisational activities.
2. Acting in the best interest of the charity, beneficiaries and future beneficiaries at all times.
3. Promoting and developing the charity in order for it to grow and maintain its relevance to society.
4. Maintaining sound financial management of the charity's resources, ensuring expenditure is in line with the organisation's objects, and investment activities meet accepted standards and policies.
5. Ensuring the effective and efficient administration of the charity and its resources.
6. To maintain absolute confidentiality about all sensitive/confidential information received in the course of trustee's responsibilities to the charity.

## **Role of Minute Taker**

To attend Board meetings in person, taking contemporaneous notes and then producing a set of typed minutes which accurately reflect the dialogue and decisions from the meeting. This ensures that the charity and its representatives function within the legal and regulatory framework of the sector and in line with the organisation's governing document.

## **Person specification**

### *Essential Criteria*

- Experience of minute or meeting note taking in a professional role
- Excellent typing skills
- Excellent concentration and listening skills
- Excellent IT skills including Word, email and Sharepoint or similar
- Attention to detail
- Ability to work under pressure and to tight timescales (we ask for minutes to be completed within 7 days of the meeting)
- Good verbal communication skills
- Assertiveness and a willingness to point out errors or discrepancies to senior leaders
- An ability to work effectively as a member of a team
- Demonstrated ability to work within the bounds of confidentiality
- A commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership
- Some trustees attend meetings virtually so experience of working in hybrid meetings will be advantageous

## **Time commitment**

The trustees meet four times per year, and the minute taker will need to attend these meetings and review relevant papers before-hand. We estimate that the pre-reading will take one hour, attending the meeting is two hours, and finalising the minutes afterwards will take between one and two hours. This means the time commitment is 4-5 hours per meeting.

The dates for 2025 are Thursdays at 1pm: 20<sup>th</sup> March, 19<sup>th</sup> June, 18<sup>th</sup> September, 11<sup>th</sup> December – AGM to follow.



**OXPIP**  
Oxford Parent  
Infant Project

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### **Additional requirements**

You will be required to use your own laptop and to sign both our Confidentiality and our Use of Personal Devices policies.

It is important that the minute taker is independent of OXPIP staff and trustees, therefore we cannot accept applications from people known to our current staff or trustees. We also cannot accept applications from ex-service users for this role.

### **Compensation**

You will be paid to the nearest half hour of time worked. This role is paid at £7.50 per half hour (equivalent to £15 per hour) and is paid by invoice.

The Board Minute Taker is not an employee of OXPIP but a contractor and as such is responsible for paying their own tax and national insurance.

### **Representation**

We are committed to equal opportunities and we welcome applicants from all sections of the community to ensure our team is representative of the population we serve.