

## **Job Description**

**Job Title:** Company Secretary  
**Reports to:** Chief Finance Officer  
**Duration:** Permanent (subject to 6-months' probation)  
**Salary Range:** Circa £50,000 per annum + generous benefits package  
**Location:** Home based with UK wide travel

### **Purpose**

The key purpose of the position is support and provide guidance to the Shaw Trust Board as to how the Charity governance should be directed and managed, so as to ensure legal and regulatory requirements are met.

### **Main Duties and Responsibilities**

1. Convening and servicing annual general meetings (AGMs)/meetings (producing agendas, taking minutes, conveying decisions, handling meeting correspondence and so on).
2. Preparing agendas and papers for Board meetings, committees, AGM's as well as any extraordinary meetings convened and follow up on action points.
3. Take minutes, draft resolutions, and lodge required forms and annual returns with Companies House, the UK's registrar of companies.
4. Maintain statutory books, including registers of members, directors and secretaries.
5. Providing legal, financial and/or strategic advice during and outside of meetings.
6. Training directors and members of the senior leadership team on corporate governance matters.
7. Organise induction and training support for Trustees.
8. Keeping up to date with any regulatory or statutory changes and policies that might affect the organisation.
9. Ensuring that policies related to Governance are up to date and are approved.
10. Providing support to the Board of Trustees and Committees on specific projects.
11. Implementing processes or systems to help ensure good management of the organisation or compliance with legislation.

12. Collating information and preparing reports in relation to governance matters as required.
13. Identifying and monitoring risks to business performance.
14. Monitor changes in relevant legislation and the regulatory environment and take appropriate action.
15. Liaise with external regulators and advisers, such as lawyers and auditors as required.

### **Other**

16. To undertake any further training as identified in the Shaw Trust review procedures.
17. Ensure that safe working practices are followed in respect of COSHH and other Risk Assessment control measures.
18. Employees must comply with the provisions of 'The Health and Safety at Work Act 1974' and must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts of omissions whilst at work. Employees are also required to co-operate with their employer to enable them to perform or comply with any statutory provisions. The Trust's efforts to promote a safe and healthy working environment can only succeed with the full co-operation of its employees.
19. To understand, comply with and promote Shaw Trust's safeguarding policy and procedures. It is the responsibility of all employees to make the working environment safe and secure for all. Everyone must adhere to the 5 Rs in relation to possible abuse: Recognition, Response, Reporting, Recording and Referral. The Trust can only ensure its dedication to the protection of vulnerable people with the full cooperation of its employees.
20. The Trust has an Equality and Diversity Policy and it is the responsibility of all staff to comply with this. The key responsibilities for staff under this Policy are set out in the Trust Code of Conduct.
21. To maintain the confidentiality about beneficiaries, staff and other Trust business. The work is of a confidential nature and information gained must not be communicated to other persons except in the recognised course of duty. The post holder must meet the requirements of the Data Protection Act at all times.
22. Be aware of, promote and implement Shaw Trust's Quality and Information Security Management Systems.
23. To report to line manager, or other appropriate person, in the event of awareness of bad practice.
24. Recycle and manage energy within your environment.

This job description is intended to provide a broad outline of the main duties and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with the line manager. The post holder may be asked

to carry out any other delegated duty or task that is in line with their post, seniority or corporate requirement.

### Person Specification

**Job Title:**                    **Company Secretary**

(E = Essential D = Desirable)

#### Technical competency (qualifications and training)

- Educated to honours degree level or equivalent work experience. **(E)**
- Honours degree in law, finance or business. **(D)**
- Chartered Company Secretary with ICOSA qualification. **(E)**
- Be a full member of a professional body or willing to work towards membership. You will be able to provide evidence of continuous professional and personal development. **(D)**

#### Experience

- Experience of supporting a complex organisation in a Governance, legal or finance capacity. **(E)**
- Demonstrable experience in developing and implementing policy in the context of the governance. **(E)**
- Demonstrable experience of roles and responsibilities in the job description. **(E)**
- Knowledge of UK third sector **(D)**

#### Skills and Attributes

- Strong administrative skills and an aptitude for using IT software **(E)**
- Commercial awareness **(E)**
- Meticulous attention to detail **(E)**
- Influencing skills **(E)**
- Excellent organisation and time management **(E)**
- The ability to take the initiative **(E)**
- A flexible and practical approach to work **(E)**
- Experience of organisations going through significant positive change. **(D)**
- Excellent written, numeracy, verbal and networking skills. **(E)**
- Line management experience. **(D)**
- Gravitas and leadership presence, and excellent presentation skills. **(E)**
- The ability to work with the wider functions, sharing duties and representing other colleagues from time to time. **(E)**

#### Personal qualities, communicating and relating to others

- Proven ability to multi-task, manage multiple deadlines and be flexible in working style. **(E)**
- Positive attitude to equality and diversity, including disabled people. **(E)**
- Flexible, adaptable and innovative. **(E)**
- Demonstrable commitment to the purpose and values of Shaw Trust **(E)**
- Excellent interpersonal, communication and presentation skills demonstrating the

ability to convey complex messages clearly. **(E)**

- Entrepreneurial and a team player, always looking to improve ways of working. **(E)**
- Discretion and diplomacy. **(E)**
- A responsible decision-maker. **(E)**

### **Safeguarding**

- Be able to display an awareness, understanding and commitment to the protection and safeguarding of young people and vulnerable adults. **(E)**
- This post requires a Criminal Records Bureau disclosure at Basic Level **(E)**

### **Other**

- Willingness to undertake frequent travel around sites in the UK, including occasional overnight stays. **(E)**
- Have an understanding of, and be able to, demonstrate a commitment to Equal Opportunities and Diversity. **(E)**
- Evidence of continuous professional and personal development. **(D)**