



The Percy Hedley Foundation

Service: Central Services

Location: Forest Hall, Newcastle upon Tyne, NE12 8YY

Post: Company Secretary

Contract Type: Permanent

Hours: Full time

Salary: £40 - £50k

Closing Date: Midnight on Tuesday 27th July 2021

Interview Date: TBC

Vacancy Reference: CS/CS/PERM/JUL21

We are looking to appoint a passionate and experienced Company Secretary to join our leadership team.

The purpose of the post is to support work to improve the standard of Corporate Governance practice across the Foundation ensuring Regulations and Quality Standards are met. Holding the statutory position of Company Secretary and reporting to the Chief Executive (officer of the Foundation), you will be working with the Chairman, Board of Trustees, Committee Chairs, CEO and Executive Board to lead the Foundation's governance processes. The post holder will be central in supporting the Board of Trustees in the discharging of their duties. The role will work closely with Legal Advisors to ensure the Foundation complies with its legal, constitutional, and regulatory requirements governing charity behaviour and performance.

You will work proactively to ensure the organisation has fully compliant governance policies and procedures, co-ordinate and streamline the work of the Board of Trustees to support them to discharge their duties, as well as managing the interface between corporate governance and management. This includes the development of high standard reporting and governance assurance for the organisation and the development of high standard reporting, decision-making, risk management and assurance. You will also be line-managing one member of staff in this role.

A key element of the role is to support the board in being fully conversant in all the legislation affecting the charity and the provisions of the governing document. The ideal person for this role will have a strong background in Governance, as well as previous experience working closely with senior members of staff and Trustees, and line management experience. As well as being extremely organised with strong planning skills, you will have excellent communication skills, and be a strong team player.

Working closely with the Executive, the post holder will manage the interface between management and corporate governance arrangements of the organisation

The Foundation is looking for candidates who have a solid track record at a senior governance level ideally with a relevant professional qualification and/or experience in corporate governance.

The role can offer a flexible mix between home-working and office-based work, full-time across Mon-Fri and with some late evenings for Board meetings.

For a Job Description and Person Specification, please see the supporting documents section of this advert.

For an informal discussion about the role please contact Tara Allen, Director of Resources, on 07739 001607 or t.allen@percyhedley.org.uk