



Job Description: Company Secretary/Secretary to the Boards

Job Title	Company Secretary/Secretary to Trustees and Burton Enterprises Boards
Location	Burton at Bideford and working from home
Responsible to	Chair of Trustees
Hours	c4 days per month worked flexibly
Salary	£16 per hour
Start date	By end October 2024
Deadline for Applications	Wednesday 25 September 2024
Interviews	Monday 30 September 2024

The Organisation

We are The Burton at Bideford, an art gallery and museum based in the historic town of Bideford, North Devon. We are a vibrant and family-friendly cultural hub; a creative destination that can both inspire and challenge. We are a community venue for everyone to love and access freely.

The Role

The Company Secretary/Secretary to the Boards provides efficient, timely, effective and confidential support to the Trustee Board, the Burton Enterprises Board and all sub committees. You will be responsible for the timely and accurate compliance with the requirements of the Charity Commission and Companies House.

We are looking for someone with excellent organisational and administrative skills who can work flexibly to meet the needs of the role. We anticipate an average of 4 days a month, mostly working from home, but attending The Burton at Bideford for all meetings. Previous experience of working with a Trustee board is an advantage. This role can be undertaken either as self-employed or employed.

Job description

- Administrative and secretarial support to the Trustees and Burton Enterprises Directors
- In consultation with relevant Chairs and colleagues, prepare agendas and papers for all meetings in a timely manner
- Attend meetings, accurately record actions/decisions and communicate to relevant colleagues
- Maintain actions/decision logs and progress chase as required
- Arrange future meeting dates and room bookings
- Work with others as required to ensure that Charity Commission and Companies House statutory information is completed accurately and on time
- Ensure all meetings are held and conducted in accordance with the Memorandum and Articles of Association and that all meetings are quorate
- Provide procedural and compliance advice as required
- Maintain up to date trustee/BE director training, skills and register of interests records
- Support the recruitment of Trustees/BE directors and ensure induction is undertaken
- Manage Trustee/Director Google drive (or equivalent)
- Ad hoc project/administrative support, as required

Person specification

- Excellent organisational and administrative skills
- Methodical with excellent attention to detail
- Able to work independently and to deadlines
- Able to interpret and summarise actions and decisions
- Knowledge of charity compliance is an advantage
- Excellent communication skills
- Excellent IT and typing skills
- Previous experience of board level secretarial/administrative support is preferred
- Interest in and/or knowledge of the arts sector is an advantage

How to apply

To apply for the position, please email secretary@theburton.org with a CV and a covering letter. The deadline for applications is Wednesday 25 September and interviews will be held on Monday 30 September.