



## **Marie Curie Job Description**

**Job Title: Assistant Company Secretary**

**Department: Legal & Governance**

**Location: One Embassy Gardens, 8 Viaduct Gardens, London, SW11 7BW**

**Reports to: Deputy Company Secretary**

**Grade: Marie Curie Payscale Grade E**

### **Job Purpose/Summary**

Provide first class secretariat support to the charity's board and committees and have responsibility for servicing, attending and minuting the official board and committee meetings (online or in our head office, as appropriate), including drafting, quality control and circulation of papers and agendas to strict deadlines and recording/monitoring of follow up actions.

Support the Deputy Company Secretary, Assurance & Legal and the Company Secretary to ensure all constitutional, legal and administrative procedures are effectively managed and assist in developing and managing processes and controls to ensure that all activities performed comply with relevant regulatory and statutory requirements.

Be 'hands on' and flexible as new processes are designed and tested. The environment can change, so adaptability and versatility are extremely important.

Lead on planning/implementation of logistics for board and committee meetings as well as other stakeholder events.

### **Main Duties**

- Supporting all administrative arrangements for trustee board and management committees of the charity and its subsidiaries as required. This will include attendance as secretary, preparation of agendas, actions and Chair's Notes, collation and circulation of meeting packs and papers, taking accurate minutes, collating and disseminating actions, and maintaining accurate corporate records of all meetings;
- Working with the Company Secretariat to ensure that:
  - current and proposed activities, decisions and actions of the charity and its subsidiaries are valid under the relevant Articles of Association and comply with UK company and charity law;
  - activity is approved and carried out in accordance with delegated authorities; and
  - the charity complies with all law and regulation applicable to its business, including charity law and regulation, fundraising regulation, company law, healthcare regulation and data protection.
- Submitting accurate and timely returns, filings, applications and other documents to Companies House, the Charity Commission and elsewhere as required;

- Maintaining all statutory and other registers for the charity and its subsidiaries;
- Maintaining the annual governance calendar;
- Supporting the onboarding of new trustees and trustee committee members and arranging induction and training for new trustees and trustee committee members to ensure they are aware of their statutory duties under company and charity law and the activities of the charity;
- Provide pragmatic governance, compliance and regulatory advice and support;
- Liaison with Trustees, Independent Committee Members, Executive Leadership Team and auditors. Build relationships and act as trusted adviser for the charity's business functions;
- Promote and support the embedding of organisational governance processes, policies and procedures; and
- Other company secretarial/governance support activities as required by the team and charity from time to time.

This job description is not exhaustive. It merely acts as a guide and may be amended to meet the changing requirements of the charity at any time after discussion with the post holder.

#### **General:**

In addition to the specific duties and responsibilities outlined in this job description, all Marie Curie employees should be aware of their specific responsibilities towards the following:

- Marie Curie is committed to encouraging volunteering throughout the organisation and as such the post holder will be expected to support and respect volunteers and may be asked to work alongside or supervise a volunteer as part of their role whilst working at Marie Curie.
- Marie Curie operates a no-smoking policy. The post holder should either be a non-smoker or be prepared not to smoke in **any** Charity premises, grounds or vehicles or when on Marie Curie business outside the office.
- Adhere to all health and safety and fire regulations and to co-operate with the Charity in maintaining good standards of health and safety.
- Adhere to all Marie Curie policies and procedures at all times.
- Actively promote and support the safeguarding of vulnerable adults, young people and children, observing and adhering to Marie Curie policies on safeguarding.
- Uphold ethical and professional standards and not behave in a manner that is likely to bring the Charity into disrepute.
- Promote and sustain a responsible attitude towards equal opportunities and diversity within the Charity.
- Demonstrate a commitment to ongoing registration requirements or any national professional or occupational standards associated with the role.
- Demonstrate a commitment to ongoing learning and development and to participate in any training relevant to the role.
- For designated roles, the post holder will be responsible for health & safety, business continuity planning and/or risk management. (These responsibilities will be notified on appointment).



## Marie Curie Person Specification

Job title: Assistant Company Secretary

| Criteria                    | Essential                                                                                                                                                                                                                                                                                   | Desirable                                                                                                                         | How assessed          |
|-----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| Training and qualifications | <ul style="list-style-type: none"><li>Relevant professional qualification e.g. Chartered Governance Qualifying Programme (full or part-qualified) or Level 4 Certificate in Charity Law and Governance.</li></ul>                                                                           | <ul style="list-style-type: none"><li>Educated to degree level or equivalent.</li></ul>                                           | Application           |
| Knowledge and Experience    | <ul style="list-style-type: none"><li>Experience in a governance role within a charity or similar environment of similar scale and complexity.</li><li>Understanding, knowledge and experience of charity governance frameworks and decision making between Board and Committees.</li></ul> |                                                                                                                                   | Application/Interview |
| Skills and abilities        | <ul style="list-style-type: none"><li>Administratively efficient and able to work to deadlines.</li><li>Ability to support the governance of complex organisations and experience providing governance advice</li></ul>                                                                     | <ul style="list-style-type: none"><li>Experience in using Board Portals.</li><li>Understanding of KYC/AML requirements.</li></ul> | Application/Interview |

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|                    | <p>to Board members, or equivalent.</p> <ul style="list-style-type: none"> <li>• Ability to draft papers and other documentation in clear, concise, and accurate plain English to tight timescales.</li> <li>• Proficient in using digital collaboration tools (MS Teams, SharePoint specifically) including AV technology for meetings.</li> <li>• Independent judgement and discretion in handling and communicating sensitive information.</li> <li>• Able to work collaboratively and sustain effective working relationships with diverse colleagues and stakeholders.</li> <li>• Able to organise their own work and time productively.</li> <li>• Keeps abreast of developments in statutory requirements and best practice in charity governance.</li> </ul> |                                                                                                                              |           |
| Personal qualities | <ul style="list-style-type: none"> <li>• Has personal credibility, particularly with senior stakeholders.</li> <li>• Committed to providing a</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <ul style="list-style-type: none"> <li>• Has a high level of self awareness.</li> <li>• Has emotional resilience.</li> </ul> | Interview |

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|  | <p>high standard of work.</p> <ul style="list-style-type: none"> <li>• Committed to continued learning and supporting the learning of others.</li> <li>• Willing to accept responsibility and opportunities appropriate for the role.</li> <li>• Has a flexible approach to their role and to change.</li> </ul> |  |  |
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**Marie Curie recognises the provisions within the Equality Act 2010, reasonable adjustments to these criteria will be considered where appropriate.**