

Everything you need to know about being our Company Secretary

You'll take responsibility for all company secretarial activities and related governance responsibilities, ensuring the charity and its subsidiaries fulfil their statutory and regulatory duties in relation to company and charity law and regulation.

You'll provide leadership on governance matters and be a key support for the Chair, trustees, committee members, CEO, CFOO, and Executive Leadership Teams, ensuring that the board and committees are run effectively and in accordance with the principles of the Charity Governance Code. You'll help to support an optimal working relationship between the executive and non-executive boards.

You will bring integrity and professionalism to act as an independent voice and ensure the charity has effective and efficient governance, helping it to achieve greater impact in its mission.

What you'll do

- Manage the board and committee functions within the charity, including minutes and effective follow-up on decisions and matters arising and the library of board and committee materials. You will be assisted by colleagues from across the Operations directorate
- Act as the primary liaison and provide sound advice and proactive support to, Trustees, committee members, the Chief Executive and other members of the Executive Leadership Team on statutory, legislative and procedural matters relating to governance of the charity and the trading subsidiaries
- Ensure the charity fulfils its statutory and regulatory duties in relation to company and charity law and regulation, including filing of statutory returns
- Be a visible and proactive leader within the charity, attending SLT meetings (ELT and Associate Directors)
- Support the Executive Operations Team to ensure effective internal governance that is aligned to non-executive structures and timetables
- Develop and lead on the AGM including: the legal, procedural and voting arrangements; and management of services conducted by external scrutineers

What you'll bring

- Proven experience of Company Secretarial duties including managing and minuting board meetings (or equivalent) and providing support to trustees (or other non-execs) and directors **(A, I)**
- Unimpeachable integrity and an ability to act as an independent voice regardless of line management structures **(I)**
- A knowledge of good governance and experience of advising on statutory and regulatory duties in relation to charity and/or company law **(A, I)**
- Strong interpersonal and relationship building abilities and the ability to work effectively with a diverse group of people at a senior and board level **(A,I)**
- Ability to think logically and objectively and to analyse information in order to identify key issues/implications, make balanced judgments and effective decisions **(I)**
- Tact and diplomacy, with the ability to listen and engage effectively **(I)**
- Knowledge and understanding of the charity sector **(A, I)**
- Experience of line management and working in a matrix management environment. **(A, I)**

(A) indicates that this criteria will be assessed at the *Application* stage

(I) indicates that this criteria will be assessed at the *Interview* stage

A bit more about the role

You'll report to the **Chief Finance and Operating Officer**.

Your contract will be **permanent**.

You'll work **35 hours per week**.

You'll work a combination between the UK office, London (St. James' Park) and your home depending on the task. Some meetings will be compulsory face-to-face and the postholder will need to be willing and able to attend our UK office on a regular basis. There may be occasions when you are required to work outside standard working hours.

You'll be paid **£64,000 per year (Travel expenses to the UK office are not covered by the charity)**

You'll have **budget and/or supplier responsibility**.

Your main relationships will be with:

- **The Chair and other members of the Board of Trustees**
- **The Chairs of the Board Committee**
- **The Chief Executive and the Executive Leadership Team**
- **The Chief Finance and Operating Officer and other members of the Operations directorate**

Be part of the **Operations** directorate

How do we make sure we're fit for the future? Together, the Operations team is responsible for removing barriers to the charity to be the best it can be. To find a cure, and be there for everyone affected by Parkinson's until we do, we're in this for the long haul.

We're transforming culture and ways of working. We're helping the charity become more digital and data-driven, and delivering a robust technology infrastructure. But we don't do it alone. We inspire and collaborate . Working across the organisation to realise our shared ambitions.

We take the lead on encouraging new thinking across the charity. This fosters even better engagement with the wider world for the benefit of people affected by Parkinson's.

What we do and how we do it

Our vision • our ultimate aim

Together we will find the cure, and improve life for everybody affected by Parkinson's.

Our social mission • what we deliver

We're a people-powered movement. On the verge of major breakthroughs in Parkinson's. By uniting we will find a cure. Together, we will help people get the best care and will ensure everyone sees the real impact of Parkinson's.

Our values • the way we work

- **People-first:** We're a strong movement for change, informed, shaped and powered by people affected by Parkinson's. We value and support each other.
- **Uniting:** We're people with Parkinson's, scientists and supporters, fundraisers and families, carers and clinicians. We're working, side by side, to improve the lives of everyone affected by Parkinson's
- **Pioneering:** We innovate across everything we do. Creative, courageous and with pioneering spirit, we strive to continually improve.
- **Driven:** We live and breathe our purpose. We set clear goals and strive to deliver the greatest impact for people affected by Parkinson's.

What we offer

Our benefits, and what we offer can be found on our website

<https://www.parkinsons.org.uk/about-us/benefits-working-us>