



Job Description

Job Title: Company Secretary and Governance

POSCODE:

Grade: K

Overall Purpose of Role

To act as Company Secretary for Northamptonshire Children's Trust, ensuring delivery of all management, statutory and regulatory reporting. To ensure that all requirements of Companies House (and other regulatory bodies) are met in a timely manner including keeping the list of Directors up to date, oversight of key policies is scheduled. Maintaining statutory books and documents, including registers of members, directors, and secretaries and monitor changes in relevant legislation and the regulatory environment and take appropriate action to advise the Board. In addition to manage the governance arrangements between NCT and the respective Councils and other stakeholders.

As a member of the Finance and Resources team, to lead a range of consistent high-quality services to all areas of the Trust through effective strategic and operational leadership of designated support service functions and of bought back services. To review the KPI performance of the respective Support Services and escalate areas of concern.

To act as the main point of contact for maintaining business continuity plans and operational effectiveness. Support for statutory inspections as required across the Trust.

Main Accountabilities

Main Accountabilities	
1	Provide support to the Board and committees including planning, organising and preparing agendas and papers for Board meetings, committees, and annual general meetings (AGMs) with the Chair and the Chief Executive and others as appropriate. Ensuring all requirements of Companies House (and other regulatory bodies) are met in a timely manner including keeping the list of Directors up to date and that regular review and update of key policies is scheduled.
2	In conjunction with the Chair of the Trust and the Chief Executive, ensure that key elements of the business cycle are reflected in the board planning process. Maintain statutory books and documents, including registers of members, directors, and secretaries. Monitor changes in relevant legislation and the regulatory environment and take appropriate action to advise the Board.
3	To monitor the delivery of a range of consistent high-quality support services to all areas of the Trust and of bought back services. To be a pro-active member of the Finance and Resources team ensuring effective planning informs service priorities

	for support, plan for changes and development of efficiencies, also leading the annual business planning and performance cycles for the Trust.
4	To maintain the currency of business continuity and emergency planning mechanisms ensuring that the Trust always remains operational and efficient.
5	To ensure effective governance with the two Councils and other stakeholders.
6	To work productively with service heads and internal customers for the coordination, planning and deployment of 'best in class' support services delivered by external providers under Service Level Agreements to meet changing and developing business needs. This includes the monitoring of KPIs.
7	To provide additional support for statutory inspections as part of the wider NCT support team.
8	To lead the development of service priorities into clear measurable outcomes to drive forward services and meet the Trust's statutory and contractual responsibilities. Leading on specific areas, including performance, business planning, governance etc., ensuring adequate operational and strategic knowledge of the business area and developing the service through effective relationship management.
9	To accommodate relevant activities or duties commensurate with the nature and grade of the post.
10	To demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
11	To ensure that reasonable care is always taken for the health, safety and welfare of yourself, others and to comply with the policies and procedures relating to health and safety with the Northamptonshire Children's Trust.

Safeguarding commitment *(Include for roles involving work with children/vulnerable adults)*
We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.

Person Specification

Qualifications, Knowledge, Skills and Experience

Minimum level of qualifications needed for this post

Qualifications Required	Subject	Essential/Desirable
Educated to graduate or equivalent in a relevant field or relevant experience in an equivalent role.		Essential

Minimum levels of knowledge, skills and experience required for this post

Identify Knowledge:	Details	Essential/Desirable
Awareness of the National and Local Government agenda for Children's Services, current issues and challenges.		Essential
Knowledge of project/change management concepts and		Desirable

methodologies e.g., PRINCE2, MSP, LEAN, (or equivalent), the project development lifecycle.		
Skills:		
Significant degree of project literacy ideally developed through project delivery on complex, high-profile projects.		Desirable
Negotiation with a range of key stakeholders to ensure business objectives are met.		Essential
Excellent written and verbal communication skills		Essential
Strong IT user skills on all Microsoft Office applications and financial systems		Essential
Experience:	Give an idea of the type and level of experience required do not specify years of experience.	
Experience of Company regulations and compliance and providing board reports.		Essential
Substantial experience of working in a related field or customer service field, policy, planning, performance of business support functions.		Essential
Experience of developing and maintaining governance, customer service policy, planning or service development arrangements ensuring appropriate risk management		Essential
Experience of governance arrangements in accordance with financial and legislative requirements.		Essential
Experience of developing and maintaining positive professional relationships to ensure collaboration across teams, service areas and external stakeholders as necessary to achieve business priorities.		Essential
Experience of working with a range of staff and		Desirable

associated resources to embed a continuous improvement culture and work collaboratively to achieve service aims and challenge poor performance.		
Equal opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs	
Safeguarding <i>(include for roles working with children/vulnerable adults)</i>	Demonstrate an understanding of the safe working practices that apply to this role.	
	Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults.	