

## Company Secretary

### About The Kenton

The Kenton is a charity and stunning Georgian venue which first opened in November 1805 and is one of the oldest working theatres in the UK. Seating 240, the theatre today offers a varied programme of music, drama, dance, talks, comedy and family work and is regularly hired by a number of community groups and private events. Boasting over 230 performances a year with an annual income of c£500k.

### Purpose of the role

This is an administrative, advisory and information management role.

The post holder will be responsible for ensuring the effective continuity of the Trustees' governance and legal requirements, together with board-level governance-related records management for the charity. This means that all Trustee Board and governance business must be managed in accordance with statutory duties and legislation, and in keeping with professional advice from external agencies.

Reporting to: Chair of the Board of Trustees and the Theatre Manager

### Main duties and responsibilities

#### Meetings

- Attending all Trustee Board meetings (currently approximately six per year), Working Group meetings and other meetings as required.
- Organising (in conjunction with the Chair and Theatre Manager) and preparing for all Board meetings and producing subsequent minutes and action plans.
- Maintaining a record of signed minutes and supporting documentation as well as all other Board documents.
- Planning all aspects of the AGM attended by members including the Trustee election process.
- Maintaining copies of current terms of reference and membership of any Working Groups.

#### Legal and governance support

- Maintaining accurate Registers of Directors, Members and Secretaries.
- Maintaining a Register of Interests for the Trustees and advising on potential conflicts.

- Ensuring compliance with the Articles, Charity Commission and Companies House and advising on best practice in charity governance.
- Acting as a first point of contact for Trustees with queries on statutory, procedural and governing Board matters.
- Accessing appropriate professional advice, support and guidance where necessary.
- Administration of regulatory and statutory requirements with Companies House and the Charity Commission.
- Maintaining knowledge and understanding of obligations as they impact the theatre as set down by the Charity Governance Code, Charity Commission etc. as well as regularly attending relevant courses covering topics such as trustee recruitment, safeguarding, improving board performance etc.
- Developing Board policies with the Chair and working with the Theatre Manager on other management policies.
- Developing and maintaining a policy list and review schedule, and ensuring that all required policies are compiled, agreed and scheduled for review on meeting agendas in line with any statutory and governance requirements.
- Researching, sharing and offering advice on best practice in governance

### **Trustee recruitment**

- Overseeing full recruitment process for Trustees and induction of new Trustees.
- Advising Trustees on succession planning including overseeing a skills audit of the Board.
- Producing role descriptions and Code of Conduct for Trustees
- Carrying out all appropriate checks on Trustees.
- Organising Trustee training and keeping a record of training and development activities undertaken by all Trustees.

### **Manage the membership of the charity**

- Communicating with members on behalf of the Board
- Management of membership register and processing of applications

### **Other tasks**

- Supporting the Trustees to work as a team and in the best interests of The Kenton.
- Communicating with staff on behalf of the board.
- Supporting the Finance Manager with the processing of signatories on all bank accounts.

## **Person Specification**

### **Skills, knowledge and aptitudes**

The applicant should be able to evidence and/or demonstrate the following:

- Knowledge of charity law and governance
- Administration experience
- Excellent listening, oral, grammar, numeracy and literacy skills
- Knowledge of writing agendas and accurate and concise minutes
- Excellent IT skills including MS Word and MS Excel
- Ability to work accurately under pressure
- Good time management and ability to prioritise
- Excellent record keeping, information retrieval, research and dissemination of data/documentation
- Confident speaking skills, especially in front of groups
- A positive attitude with a high level of self-motivation
- A keen and active interest in the Arts

### **Personal attributes**

- Be able to maintain confidentiality
- Be able to remain impartial
- Have a positive attitude to personal development and training
- Have excellent interpersonal skills
- Be confident in dealing with people in occasional complex and sensitive circumstances

## **Working Hours**

The post holder will be working eight hours a week and will need to be flexible in their approach to the post as there is no fixed pattern of working hours, but adequate notice will be given for any planned meeting.

The Company Secretary must be able to attend daytime and evening meetings and make regular visits to the theatre in Henley on Thames, attend training events and work from home to complete administrative and research duties.

## **Terms**

Hours: 8 hours per week

Holiday: 20 days per annum plus bank holidays on a pro rata basis

Probation: Six months

Contract type: Permanent

Location: Mainly home-based with attendance at meetings required

## **Application Process**

Please email a CV and cover letter to: [recruitment@kentontheatre.co.uk](mailto:recruitment@kentontheatre.co.uk) ensuring that **Company Secretary** is included in the subject line.

For further information please contact Lottie Pheasant, Theatre Manager at [theatremanager@kentontheatre.co.uk](mailto:theatremanager@kentontheatre.co.uk)

Deadline for applications: Friday 1 March 2024 at 5pm

In-person interviews to take place: week commencing: Monday 4 March 2024