

Role Title: Company Secretary
Salary: £37,336 - £46,464 (dependent on experience)
Location: Bradford, Sir Henry Mitchell House (hybrid working arrangements available)
Report to: Director of Strategy and Governance

About Us

Bradford has created a new Children and Families Trust, which has been commissioned by Bradford Council to deliver a wide range of services for children, families and young people on their behalf. The Trust is accountable for determining how outcomes of these services are achieved and for the day-to-day running of commissioned children's services.

This is an important opportunity to renew our approach to delivering the support that Bradford's children, young people and families in need, by renewing services and creating a new organisation. We are bringing the mindset, dynamism and energy of a start-up together with the national expertise and determination of the Trust's Board, senior leadership and our colleagues' practical experiences of providing children's services in Bradford.

As a new organisation, Bradford Children and Families Trust has established our own purpose, vision, and outcomes for what we aim to achieve.

Our vision: For all children and young people in Bradford to be safe and able to realise their full potential.

Our purpose: To provide high-quality services with partners that help safeguard, support and promote the welfare of children, young people and families across the Bradford District.

We will achieve this through continuous improvements in our services and positive collaboration with our staff, our partner organisations.

Department overview

The Strategy and Governance Directorate plays a critical role in supporting the Trust's core activities by collectively contributing to the Trust's overall effectiveness and efficiency as well as developing the Trust's medium and long-term plans. We are responsible for ensuring there is synergy across all the enabling functions to ensure effective decision making, which underpins quality operational delivery to provide value for money, efficiency, and effectiveness in all its services for children and young people across Bradford Districts.

Within the Directorate we cover 4 core functions: Governance & Compliance, Strategy & Partnerships, Business Transformation including Programme Management Office and Board Secretariat including support for all the committees.

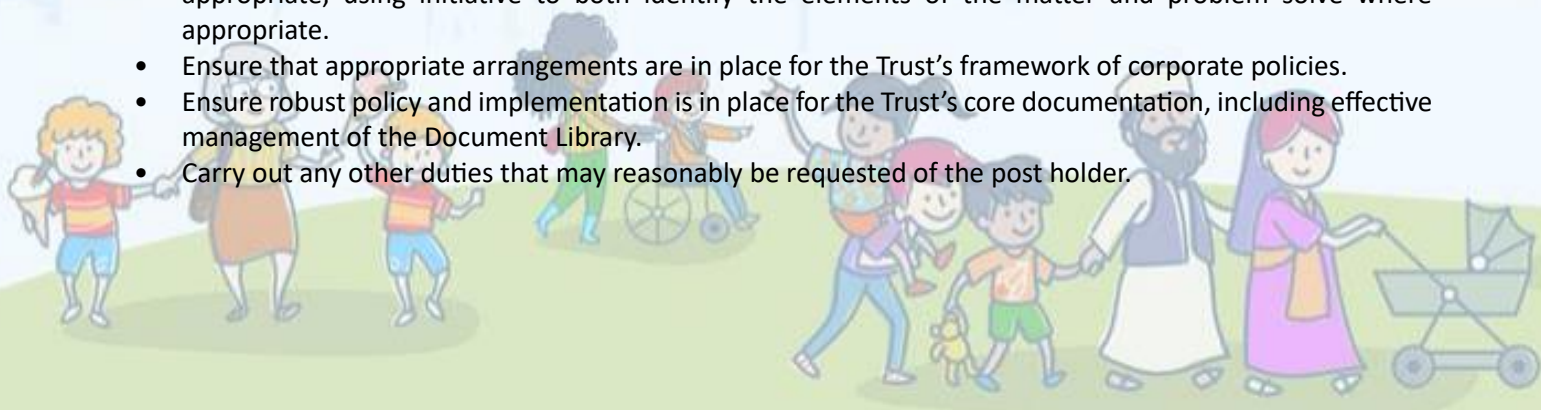
This is an exciting time to join the team that is growing and working on development and delivery of effective data analysis and intelligence aligned to Trust needs.



Main Duties and Responsibilities

The Company Secretary will play a vital role in corporate administration, ensuring compliance with legal and regulatory requirements while maintaining high standards of corporate governance. Detailed below are the primary duties and responsibilities of a Company Secretary:

- Be responsible for compiling agendas and required papers for formal Board and Committees including the recording and distributing of minutes and action trackers ensuring actions are completed in a timely manner.
- Ensure all Board and Committee corporate records and documents are appropriately developed, consulted upon, maintained, reviewed and updated including Standing Orders, Standing Financial Instructions, Schedule of matters reserved to the Board, Board and Committee Terms of Reference (TOR) and Board papers.
- Provide comprehensive personal assistant/secretarial, operational and organisational support to the Chair, Executive Directors and the Non-Executive Directors (NEDs) and to ensure the efficient operation of their different requirements and ensure the signoff of NEDs timesheets.
- Ensure all Board and Committees have 18 months of forward meetings planned to ensure strong attendance and that development days are diarised 18 months in advance.
- Facilitate good communication between the Board, Committees, Executive Leadership Team, Non-Executive Directors and the Executive/Personal Assistants.
- Take responsibility for the administration of the Trust, for example: maintaining records on Companies House, registers of members, directors, and secretaries, and file necessary documents with Companies House, such as annual tax returns and audit reports.
- Inform Companies House of any significant changes to the Trust, administration, directors or registered address.
- Monitor changes in relevant legislation and the regulatory environment and take appropriate action.
- Liaise with external regulators and advisers, such as legal advisors and auditors.
- Develop and oversee the systems that ensure the Trust complies with all applicable codes, in addition to its legal and statutory requirements.
- Log details of the Trust's assets and liabilities and making changes to assurance/governance processes.
- Establish and maintain prompt effective contact and communication with internal and external stakeholders in all matters relating to the successful running of the board and committees.
- Execute and manage prompt, effective verbal and written communication/queries in a confidential, professional and sensitive manner preparing draft responses as necessary.
- Ensure messages and actions are prioritised and brought to the attention of the Directors as appropriate. This may include monitoring of inboxes if required.
- Manage any verbal or written complaint and diffuse volatile situations using tact, discretion and empathy, dealing with sensitive and contentious personal information appropriately.
- Initiate and prioritise all necessary actions/emails arising from communication with any party.
- Provide an effective communication link between senior internal and external stakeholders.
- Deal promptly with complex internal and external issues including enquiries and complaints as appropriate, using initiative to both identify the elements of the matter and problem solve where appropriate.
- Ensure that appropriate arrangements are in place for the Trust's framework of corporate policies.
- Ensure robust policy and implementation is in place for the Trust's core documentation, including effective management of the Document Library.
- Carry out any other duties that may reasonably be requested of the post holder.



About you

We are looking for applicants who can demonstrate that they meet the following requirements:

- A good honours degree the ideally in accountancy and finance, business and management or law or equivalent experience.
- A recognised professional qualification in company secretarial practice or relevant field and/or willingness to undertake qualification.
- Experience of senior board level minute taking and maintaining accurate actions logs and records to ensure strong governance.
- Significant experience in a similar role within a public sector organisation or a regulated environment.
- Good written communication skills.
- Experience of producing high quality and accurate minutes, reports, which often reflect complex and sensitive issues and wider organisational documentation
- Excellent interpersonal skills and the ability to work well with people at all levels.
- Attention to detail and a well-organised approach to work, with a high degree of accuracy in document preparation and record-keeping.
- The ability to prioritise work, with minimum supervision in an organised efficient manner in order to maximise the effective use of both their own time and that of the Chair/Director or NED.
- Ability to use initiative compatible to the role and able to multi-task whilst maintaining confidentiality at all levels at all times.
- The capability to work with numerical information, plus analytical and problem-solving skills.
- A diplomatic approach and the confidence to provide support to high-profile senior leaders within the organisation.

Safeguarding

Bradford Children and Families Trust is committed to safeguarding and promoting the welfare of all children who use our services and as such expects all staff to share this commitment.

We are an equal opportunities employer.

