

Company Secretary and Governance Lead

Job description

Together we are help and hope for everyone living with dementia



Who we are

Dementia is the UK's biggest killer. One in three people born in the UK today will develop dementia in their lifetime.

At Alzheimer's Society, we're the UK's leading dementia charity and the only one to tackle all aspects of dementia by giving help and hope to people living with dementia today and in the future. We give vital support to people facing the most frightening times of their lives, while also funding groundbreaking research and campaigning to make dementia the priority it should be.

Together with our supporters, we're working towards a world where dementia no longer devastates lives.

Our values

Our values tell everyone who we are as an organisation.

Our values make sure that our focus is clear for the challenges and opportunities ahead and remind us of what we all stand for.

Our values are evident in everything we do, how we do it and how we work together.

These are not just words on a wall, we live these every day in all our work. We are determined to make a difference when and where it matters most, by being passionate, focussed and making a lasting impact for people affected by dementia.



Determined to make a difference

We're passionate, we're focused and we make a lasting impact for everyone living with dementia.



Trusted expert

We're listening, we're learning and we use experience and evidence.



Better together

We're open, we combine our strengths and we achieve more together.



Compassionate

We're kind, we're honest and we don't shy away from challenges.

Through our values we will make the greatest difference for people affected by dementia. Whether you are someone living with dementia, a family member or carer, a supporter, a donor, a colleague from another organisation, an employee or a volunteer, these four values will shape your experience with Alzheimer's Society.

Company Secretary and Governance Lead

Position in the organisation

Reports to the Chief Operating Officer.

The post holder fills the statutory role of Company Secretary. In this capacity the post holder will work directly with the Chair of the Board of Trustees.

Purpose of this role

At Alzheimer's Society we are advisors, supporters, fundraisers, researchers, influencers, communicators, technical specialist and so much more. We are volunteers, we are employees, and together we are here to make a difference to the lives of people with dementia and their carers.

Reporting into the Chief Operating Officer, this role will work closely with the Chair, the Board of Trustees, Chief Executive Officer, Executive Leadership Team and other leaders across the Society. This role will build strategic relationships with internal and external stakeholders to support governance and risk oversight, as well as uphold governance standards.

As the Company Secretary and Governance Lead you will have responsibility for overseeing the charity's corporate governance and compliance arrangements, including the efficient and effective operation of the Board of Trustees, Board Committees and Executive leadership teams. You will also have oversight of the charity's internal governance framework, ensuring that key decisions are supported with the right information, at the right time, to support delivery of our strategy.

In addition, you will be expected to regularly review and refine the standards and policies in place to strengthen our governance, enhancing oversight, insight and foresight at all levels of the organisation.

We are looking for someone who exemplifies our values, someone who is: **Determined to make a difference** when and where it matters most. **A trusted expert** who believes in working **Better together** and demonstrates true **Compassion**.

Key accountabilities and responsibilities

Company Secretary

- Act as Company Secretary for the Board of Trustees and the Society's subsidiaries, overseeing the reporting to the Board, and the day-to-day governance administration of the Society.
- Guide the Chair and the Board on their legal, fiduciary and regulatory responsibilities and ensure compliance with Charity Commission and Companies House (including reporting of serious incidents).
- Ensure efficient information flows between the Board and its committees and between the Executive Leadership Team and Trustees.
- Monitor changes in relevant legislation and the regulatory environment and take action accordingly.

Strategic leadership and functional expertise

- Advise and support the Board (including its sub-committees) and Senior Leadership on governance functions and policies, leading on reviews and refinements to governance standards and policies, as well as on statutory reporting
- Drive continuous improvements in Governance effectiveness through innovative, appropriate, streamlined and coherent reporting, ensuring we meet our legal and regulatory obligations.
- Advise and deliver guidance on best practice in due diligence, transparency, and accountability.
- Manage governance risk and compliance and contribute to the Society meeting internal and external requirements and compliance measures.
- Be responsible for the Board and Executive Leadership Team Forward Plan, to enable effective business and decision-making flows
- Act as the Whistleblowing Officer for the Society.
- Ensure that governance meetings are efficiently delivered.

Strategic Impact

- Develop and maintain a governance framework and processes aligned to the Society's strategy and performance to ensure timely and evidence-informed decision making.
- Ensure the roles and accountabilities of the different levels of governance in the organisation are clearly defined and operating effectively, using data and insights to make evidence-based decisions and plans
- Collaborate with other Senior Leaders, to improve governance processes and controls, and embrace our commitment to ongoing transformation.
- Ensure the voices of people affected by dementia are at the heart of how we think, act and make decisions.

Team Leadership and Development

- Lead and develop a team of governance professionals, fostering a culture of high performance, collaboration, accountability and inclusivity.
- Manage the budget for the Governance function.
- Encourage continuous improvement, professional growth and development through clear objective-setting, coaching and strong and effective feedback.
- Role model the Society's values and leadership competencies in everything we do.

We are looking for someone who can...

- Adhere to all the Society's service standards, policies and procedures.
- Comply with the data protection regulations, ensuring that information on clients remains confidential.
- Be responsible for personal learning and development, to support the learning and development of others and the whole organisation.
- Work in a manner that facilitates inclusion, particularly of people with dementia.
- Implement the Society's health and safety policy and procedures, ensuring that all practices and procedures are undertaken in accordance with a healthy and safe working environment and that all staff and volunteers for whom you may be responsible are aware of their responsibilities in respect of their role, monitoring data and recommending action as required.
- Administer and organise own work to ensure that it is accurate and meets quality targets, reasonable deadlines, and reporting requirements.
- Follow the Society's management information guidelines and requirements, including ensuring appropriate monthly measures on service usage levels are collected and submitted on the services database or other systems in accordance with deadlines.

Person specification and selection criteria

| Skills & knowledge | Application (A) or Interview (I) |
|--|----------------------------------|
| Knowledge of and expertise in governance best practice in organisational leadership. | A/I |
| ICSA qualified Company Secretary or equivalent is desirable. | A/I |
| Demonstrable experience of advising, briefing and supporting boards and senior management teams in large, complex organisations. | A/I |

| | |
|--|-----|
| Experience of implementing change management and organisational development. | A/I |
| Demonstrates sound decision-making taking personal accountability for risks and decisions within their function and remit. | A/I |
| Knowledge of a broad range of relevant legal and regulatory subjects. | A/I |
| Strong influencing and negotiation skills. | A/I |
| Ability to prioritise strategic objectives to achieve the best outcome for the Society | A/I |
| Proven leadership skills with the ability to inspire and motivate remote teams. | A/I |
| Able to articulate complex legal and regulatory issues in a clear and flexible manner. | A/I |

| Competencies & personal attributes | Application (A) or interview (I) |
|--|----------------------------------|
| Be a team player, supporting colleagues when there are deadlines, and who knows when to ask for help themselves. | A/I |
| Proven ability to deliver to delivery to fixed deadlines and prioritise workload under pressure. | A/I |
| Be a self-starter and incredibly motivated. | A/I |
| Excellent organisational and timekeeping skills. | A/I |
| Excellent attention to detail. | A/I |
| Non-judgmental communication. | A/I |
| Commitment to and understanding of equal opportunities. | A/I |
| Understanding of the inclusion agenda and its relevance within a diverse society. | A/I |

Follow us on Twitter and Instagram @Alzheimerssoc and Like us on Facebook or check out Alzheimer's Society YouTube channel [youtube.com/AlzheimersSociety](https://www.youtube.com/AlzheimersSociety)

Our benefits



Financial Security

- Group Personal Pension Plan with Scottish Widows – with up to 8% employer contribution rate
- Life Assurance Scheme – two times your annual salary
- Society Plus and Smart Spending App – giving you unbeatable savings at hundreds of retailers



Health & Wellbeing

- Health Cash Plan
- 24/7 Employee Assistance Programme including online and face to face counselling
- Discounted gym membership with Society Plus
- Lived Experience Networks
- Mental health app and unlimited therapy



Personal Development

- Apprenticeships
- Women in Leadership development programme
- Leadership development programme
- Financial support towards relevant professional qualifications



Family & Dependents

- Enhanced family leave – 16 weeks paid for all parents
- Paid time off work for fertility treatments for both partners
- Paid carers leave
- Paid dependants leave
- Paid compassionate and bereavement leave
- Paid time off work to support those transitioning



Recognition

- Annual people awards
- Long service awards
- Thank you eCards
- Values Hero and Society Legend Awards



Work Life Balance

- Annual leave of 27 days increasing to 30, plus bank holidays
- Career breaks of up to 3 months
- Flexible working
- Wellbeing leave