

**JOB DESCRIPTION – COMPANY SECRETARY**

Scottish Veterans’ Residences (SVR) is a Registered Scottish Charity and Social Landlord. Established in 1910, in reaction to the sight of veterans sleeping rough on the streets of Edinburgh, SVR is Scotland’s oldest military charity. We provide high quality, supported accommodation for Veterans and former members of the Merchant Navy, who are homeless or in need. We provide supported accommodation for men and women of all ages at our 3 Residences located in Edinburgh, Dundee and Glasgow. We also provide 45 Scottish Secure Tenancies located in the same 3 cities.

1. **Job Details**

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| **Job Title** | Company Secretary | **Line Manager** | Chief Executive |
| **Hours** | 22.5 hours per week | **Annual Salary** | £41,250 pro rata + benefits |
| **Place of Work** | SVR Head Office, 53 Canongate, Edinburgh, EH8 8BS, although consideration will be given to hybrid working and basing at SVR’s other locations in Glasgow and Dundee.  |

1. **Job Purpose**

To act as the Company Secretary for the Charity. Fulfil the requirements of the SHR’s Role Description for Secretary of SVR (Appendix 1). As a member of the Head Office and Senior Management Teams, and an ambassador for the organisation, ensure that activities associated with the role such as networking, meeting with stakeholders and external agencies are carried out in accordance with the ethos of SVR.

1. **Main Responsibilities**

* Undertake the role of Company Secretary and ensure all statutory and regulatory requirements for the Charity are met.
* Guide the Chair and the Members of the Governing Body on their responsibilities under the rules and regulations to which they are subject, and how these responsibilities should be discharged.
* Support the Chair in ensuring Governing Body meetings function efficiently and effectively. In consultation with the Chief Executive, draft agendas and confirm them with the Chair.
* Complete all annual returns required by the Charity’s regulatory bodies, ensuring these are submitted on time.
* Act as a signatory to the Annual Report and Financial Statements.
* Monitor changes in relevant legislation and the regulatory environment.
* Act as the Secretariat to the Chair and Governing Body Members for Governing Body and Sub-Committee meetings. Prepare the draft minutes for approval by the respective Chair.
* Ensure there is an effective flow of information to the Governing Body and its Sub-Committees, and between senior management and Governing Body Members.
* Assist the Chair and Chief Executive with induction, professional development, and guidance of Governing Body Members.
* Maintain appropriate levels of disclosure for the Governing Body and staff. Submit requests to Disclosure Scotland. Keep up to date with changes in Disclosure Law and advise and train Governing Body and staff as required.
* Oversee day-to-day administration of the organisation e.g. maintaining statutory books and Registers of Members.
* Act as the Charity’s point of contact with its legal representatives.
* Undertake appropriate other tasks as required.
1. **Accountabilities**

* The administration the Charity’s insurance cover, and its company pension.
* Together with the HR Consultant provide support to senior staff on the conduct of investigations, disciplinaries, appeals and grievances, providing a secretariat as necessary.
* Oversee the Charity’s policy suite ensuring it is reviewed in accordance with timetable and remains compliant with statute and regulation.
* Monitor complaints, ensuring SVR follows the Scottish Public Services Ombudsman’s Model Complaint Handling Procedure.
* Maintain the Charity’s Register of Governing Body, Employee, Resident and Tenant demographic information, and protected characteristics.
1. **Person Specification – Knowledge, Skills and Experience Needed**

The qualifications and characteristics that will be required of the person undertaking the role are:

**Essential**:

* Knowledge of the role of a Company Secretary and the completion and submission of regulatory reports and returns.
* Previous experience of the conduct of Governing Body/Board level meetings.
* Ability to write Meeting Minutes and Records of Decisions, accurately capturing and recording key issues and decisions.
* Highly organised with effective time management.
* Values which reflect SVR’s guiding principles of dignity and respect for all.
* Excellent written and verbal communication.
* Excellent presentational skills.
* Able and willing to work flexible hours.
* Commitment to working within SVR’s Equal Diversity and Inclusion Policy.

**Desirable**:

* Previous experience in organisational governance or equivalent.
* Previous experience of working at Office Manager or Board level in an administrative role
* Previous military service or a knowledge of HM Armed Forces.
* Current driving licence.
1. **Other Relevant Information**
* The post holder will work closely with the Chief Executive, Senior Management Team, Governing Body Members, and Residence Managers.