

Company Secretary Job Description

Do you have knowledge and experience in church & charity governance? Can you communicate clearly and concisely, and quickly take in and process large amounts of information? Are you proactive? Are you trustworthy and able to influence others? If so, you are the kind of person we are looking to employ.

Background

Grace Baptist Charities Ltd (GBCL) is a wholly owned charitable subsidiary of the Association of Grace Baptist Churches (South-East). This Association is both a network of approx. 65 independent Grace Baptist churches, and a charity that supports these churches in their gospel ministry. The charity employs a small staff team to provide practical & financial advice, manage grants and loans funded through an investment portfolio and serve as custodian trustee for various church & manse properties.

The Company Secretary is responsible for the General management of GBCL. The role is an executive position that involves shaping and executing our strategy and decision making and ensuring that all our activities fully comply with legal and regulatory requirements and the standards set by the Association.

The role requires a broad skill set – including experience of law, finance, governance, strategy, and corporate secretarial practice – as the appointee will advise the GBCL board in these key areas, providing support to the Chair, Association Secretary, and non-executive directors. It is essential that the appointee is a reformed evangelical Christian with an understanding of Baptist ecclesiology. It is desirable that they are also a member of one of our Association churches. The role covers two essential areas of work and one highly desirable area although training will be provided.

Essential:

1. Charity & Companies House Governance

- 1.1.1 to ensure that GBCL & AGBC(SE) comply with all their legal responsibilities
- 1.1.2 to provide reports to the GBCL board, Association committees and AGM
- 1.1.3 to manage the legal and compliance requirements of AGBCSE e.g. GDPR, Health & Safety
- 1.1.4 to manage non-financial administration of GBCL including archive management
- 1.1.5 to contribute to the development of strategy for the future direction and function of GBCL

2. Property Portfolio Management

- 2.1.1 to manage the portfolio of 20 properties, including tenant and agent relationships
- 2.1.2 to manage the GBCL Property Consultant for all repairs and maintenance.
- 2.1.3 to manage the GBCL New Developments Consultant

Desirable (*otherwise the role is to manage outsourced provision*)

3. Trustee services to churches

- 3.1.1 to manage all GBCL's custodian trustee responsibilities
- 3.1.2 to liaise with all GBCL churches with their trustee requests & requirements
- 3.1.3 to commission and manage external professional services as needed

Title	Company Secretary of Grace Baptist Charities Ltd (GBC Ltd)
Employer	AGBC(SE)
Location	based at the offices currently at 62 Bride St, Islington N7 8AZ. There are occasional needs to travel to visit churches. There is also a willingness to consider and facilitate some home working.
Hours	21/28/35 Hours per week over 3/4/5 days. Working hours are 7 hours a day with core hours being 10am to 3pm Monday to Friday. Occasional over time will be required, sometimes during the evenings and weekends, especially (but not exclusively) for mandatory attendance at GBC Ltd board and Association meetings.
Annual leave	25 days pa (pro rata) + Statutory Bank Holidays
Salary	Salary range depending on experience £36,000 - £46,000. A loan is available for annual season tickets.
Expenses	you will be reimbursed for reasonable travel and expenses which you may incur in the discharge of your duties.
Pension	6.5% Employers Pension contributions (rising to 7.5% over the next two years)