

About the role:

The award-winning Ropetackle Arts Centre in Shoreham-by-Sea is looking for a Company Secretary to support the **Board of Trustees** in managing the organisations meetings, management, and compliance.

Ropetackle, a charity run by a Board of unpaid Trustees, is community owned and community run.

Since opening in 2007 it has become established as one of the leading arts centres in the south of England, regularly receiving high praise from artists, their agents and the media, and winning many awards including The Argus **Going Out Award for Best Theatre** (2014) as well as Sussex Life **Entertainment Venue of the Year** (2016). The Centre was shortlisted for the 2017 Adur and Worthing Business Awards and won **Best Sussex Theatre and Arts Venue** in the Muddy Stiletto Awards 2019.

The Company Secretary role is voluntary and is likely to involve not more than one day a week, the work being flexible. The Company Secretary will also attend monthly Board meeting, usually evenings.

Main responsibilities:

- Being familiar with Ropetackle’s governing documents and relevant charity and company rules
- Ensuring compliance with such rules including preparation and filing of accounts, annual returns, etc., liaising as necessary with the Finance Director and external accountants
- Maintaining and updating the register of Trustees, and company and charity information
- Managing Board meetings (dates, notifications, etc.), taking minutes and maintaining the record of minutes
- Jointly with the chair and other Trustees as appropriate, preparing and circulating Board agendas
- Tracking progress of the business plan and, jointly with Trustees, managing the process of regular review and update

We are looking for someone with relevant experience as Company Secretary, in a secretarial role, or with knowledge and involvement in running a charity or company. Experience of and interest in the arts and culture will be welcome but not essential.

How to apply:

Please send an email (subject: Company Secretary) with details of relevant experience and any additional information which may be of interest, to Martin Allen (Chair of the Trust):

trustees@ropetacklecentre.co.uk

Deadline: ongoing