

**JOB DESCRIPTION AND PERSON SPECIFICATION**

**JOB TITLE:** Company Secretary and In-house Legal Counsel

**REPORTS TO:** Finance Director

**LOCATION:** Coalbrookdale, Telford

**HOURS:** Part time (hours to be agreed)

**SALARY:** £ dependant on hours, qualifications and experience

**PURPOSE OF THE ROLE:**

To act as Company Secretary and in-house Legal Counsel for Ironbridge Gorge Museum Trust Limited and its subsidiary trading company to assist the Board and executive in promoting good corporate governance and managing legal risk.

**DUTIES INCLUDE:**

* Act as Company Secretary for Charity and subsidiary trading company including:
  + Preparation of Board agenda’s and distribution of papers
  + Attendance at Board meetings and preparation of minutes and resolutions to comply with relevant Charity and Company legislation
  + Statutory filings and keeping of statutory books
  + Organisation of Annual General Meeting
  + Other duties expected of Company Secretary
* Act as in-house Legal Counsel including:
  + Preparation of commercial property leases and associated legal documentation
  + Miscellaneous property matters such as purchase or sale of property or ownership issues
  + Preparation of basic contracts
  + Review of basic contracts
  + Liaison with and management of external legal advisors for more complex matters
  + Advisory role on legal implications of activities
* Act as data protection officer
* Any other duties as reasonably required.

**PERSON SPECIFICATION / SKILLS & EXPERIENCE:**

* Legal or Company Secretarial Qualifications or experience and would consider recruiting separately for Company Secretary and in-house Legal Counsel
* Excellent project and time management skills with the ability to prioritise tasks and manage own workload
* Self-starter with initiative and enthusiasm and a positive ‘can do’ approach
* Customer focused with excellent interpersonal and communication skills
* Good influencing and negotiating skills
* Enthusiasm for IGMT’s work.

**SIGNED** *(postholder)*: ………………….…………………… **DATE: ….**……..…………

**SIGNED** *(line manager):* ………………….…………………… **DATE: ….**……..…………

**SIGNED** *(CEO):* ………………….…………………… **DATE: ….**……..…………

***We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.***

This job description is subject to periodic review.