

## Company Secretary / Non-Executive Director Staffordshire

### Description

Our Staffordshire country house is a heritage landmark of significant historic and architectural interest. Set within extensive grounds, it is both a cherished family estate and a dynamic business operation. The property welcomes visitors for a variety of events, from heritage open days and weddings to corporate retreats and cultural gatherings.

The estate's vision is to:

- Preserve and protect the historic building and its grounds for future generations.
- Operate a sustainable business model through events, venue hire, and community engagement.
- Provide educational, cultural, and leisure opportunities that connect people with the property's history.

The Board of Directors combines heritage stewardship with commercial acumen, ensuring that strategic decisions balance preservation with financial resilience.

### Role Overview

We are seeking a talented and experienced **Company Secretary** who will also act as a **Non-Executive Director** (NED). This is a pivotal governance position, ensuring that the Board operates in compliance with statutory requirements and to the highest standards of corporate governance.

The Company Secretary responsibilities will ensure smooth and legally compliant operation of the Board, while the NED role will allow you to bring your independent judgment, expertise, and experience to the strategic direction of the estate. You will act as a trusted advisor to the Chair, the Board, and the management team—helping shape decisions that will impact the estate for years to come.

### Responsibilities

#### Key Responsibilities

##### *Company Secretary Duties*

- **Statutory Compliance:** Maintain all required company registers, ensure timely filings with Companies House, and monitor compliance with legal and regulatory obligations.

**Hiring organization**  
Ned Capital

**Employment Type**  
Part-time

**Beginning of employment**  
1st September 2025

**Duration of employment**  
Perm

**Industry**  
NED

**Job Location**  
Staffordshire

**Working Hours**  
9-5

**Base Salary**  
£ 7,000 - £ 7,000

**Date posted**  
August 11, 2025

**Valid through**  
31.08.2025

- **Board Support:** Prepare agendas in consultation with the Chair, compile and circulate board packs in advance, and ensure that accurate minutes are taken and distributed.
- **Governance Advice:** Advise the Board on corporate governance best practices, charity/heritage sector compliance issues, and evolving regulatory requirements.
- **Shareholder/Member Communication:** Act as the key point of contact for shareholders or members, managing formal correspondence and official notices.
- **Records Management:** Ensure secure and accessible storage of official records, including minutes, resolutions, and constitutional documents.

### ***Non-Executive Director Duties***

- **Strategic Input:** Bring objective oversight and creative thinking to strategic planning discussions—covering heritage conservation, events programming, revenue generation, and partnerships.
- **Performance Monitoring:** Provide constructive challenge to the management team on financial performance, operational priorities, and risk management.
- **Risk Oversight:** Identify potential risks to the estate's reputation, finances, and operational delivery, and advise on mitigation strategies.
- **Stakeholder Engagement:** Represent the estate's interests externally when appropriate, building relationships with heritage bodies, funding organisations, and local stakeholders.
- **Values and Vision:** Uphold and champion the estate's mission to preserve heritage while supporting sustainable, community-focused use of the property.

### **Qualifications**

## **Person Specification**

### **Essential Skills & Experience:**

- Demonstrable experience as a Company Secretary, Governance Professional, or Senior Legal/Compliance Officer.
- Proven track record of operating effectively at Board level, either as an executive, non-executive, or senior advisor.
- Up-to-date knowledge of company law, corporate governance codes, and statutory compliance requirements.
- Excellent organisational skills, with attention to detail in record-keeping and documentation.
- Strong interpersonal and communication skills, with the ability to advise,

challenge, and collaborate constructively.

#### **Desirable Attributes:**

- Experience in the heritage, hospitality, leisure, or charity sectors.
- Understanding of the unique challenges of running historic estates and balancing preservation with commercial viability.
- Based within a reasonable travelling distance of Staffordshire for regular meeting attendance.
- Personal interest in heritage, architecture, conservation, or cultural engagement.

#### **Job Benefits**

### **Term of Appointment**

- **Initial term** of three years, subject to renewal by mutual agreement.
- The role is appointed by the Board and may be extended based on performance and the ongoing needs of the organisation.

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### **What We Offer**

- The opportunity to contribute your skills and experience to the stewardship of a significant historic estate.
- A collaborative and engaged Board environment, where your voice will shape strategic direction.
- A blend of governance responsibility and the satisfaction of supporting heritage preservation.
- Occasional use of the estate's grounds and facilities for professional or networking purposes (by arrangement).