



Company Secretary

Role Type: Volunteer

Time Commitment: 2-4 hours per week, with additional hours during productions

Location: Combination of remote administrative work and in-person support at rehearsals/classes.

Overview

Are you highly organised, good with people, and enjoy making things run smoothly behind the scenes? As Company Secretary, you will play a key role in supporting the smooth operation of the theatre group by ensuring compliance, assisting with governance, and acting as a key liaison between the company and its members. You'll also be the welcoming face at rehearsals, handling tea, coffee, and payments, as well as managing disputes in a professional manner.

This is a great opportunity for someone who enjoys working with people, has strong administrative skills, and wants to play a vital role in keeping our theatre company running efficiently.

Key Responsibilities

Administrative & Governance Support

- Ensure compliance with all necessary governance requirements, working alongside the Company Directors.
- Maintain accurate records and documentation related to governance, meetings, and decision-making.
- Assist with basic HR functions, supporting the Directors in managing policies and procedures.
- Record keeping (accidents/health and safety breaches)
- Organise Director/Team meetings.
- Take minutes at Director/Team meetings.

Member Engagement & Support

- Be a welcoming presence at rehearsals and events, ensuring members feel supported and valued.
- Provide tea, coffee, and refreshments at rehearsals to create a positive environment.
- Handle in-person payments for show fees and class fees, keeping accurate logs of all transactions.
- Act as the first point of contact for any disputes, working to resolve them amicably or escalating them where necessary.

General Support & Communication

- Assist with internal communication, ensuring key messages are relayed between members, Directors, and volunteers.
 - Provide administrative support for the wider team where needed.
 - Maintain confidentiality and professionalism when handling sensitive matters.
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Skills Required

- **Strong organisational skills** – Ability to manage multiple tasks, keep records up to date, and ensure compliance.
- **Excellent interpersonal skills** – Ability to engage with members, make them feel welcome, and resolve disputes with diplomacy.
- **Attention to detail** – Ensuring that payments, governance, and administrative duties are accurately recorded.
- **Basic bookkeeping knowledge** – Comfortable handling payments and keeping financial records (training can be provided).
- **Good communication skills** – Confident in liaising with members and Directors, ensuring clear and effective communication.
- **Problem-solving ability** – Managing disputes, providing solutions, and keeping a professional approach in difficult situations.
- **Discretion and confidentiality** – Handling sensitive information appropriately.
- **Adaptability** – Willingness to step in and support other administrative tasks as needed.

KPIs (Key Performance Indicators)

- Governance and compliance records are maintained and up to date.
- Accurate records of payments received are logged without errors.
- Member disputes are handled effectively and escalated where necessary.
- A welcoming and supportive environment is maintained at rehearsals.
- Effective internal communication is upheld between members and Directors.

Why You'll Love This Role

If you enjoy being the backbone of an organisation and love making things run smoothly, this is the role for you. You'll be a key player in keeping our theatre group organised and ensuring our members feel welcome and supported. It's a fantastic opportunity to be involved in the creative arts while using your administrative and people skills to make a real impact.