



United Reformed Church Yorkshire Synod

Job Description for Company Secretary and Trust Officer (21 hours per week)

Job Title – Company Secretary and Trust Officer

Purpose and Scope –

- 1) To act as Company Secretary to the Yorkshire Congregational Union (Incorporated) and the United Reformed Church (Yorkshire Province) Trust Ltd
- 2) To act as Trust Officer for the Yorkshire Synod providing support on a wide range of matters relating to transactions and generally in connection with property held on trust for the churches in the Synod.

Key responsibilities

Company Secretary

1. To carry out the responsibilities attached to the post of Company Secretary in accordance with the Trusts' Memoranda and Articles of Association and in compliance with the requirements of the Companies Acts, including working with the Office Manager to provide the necessary information.
2. To act as Secretary to the Annual General Meetings of the Trust Companies.
3. To attend the Committee of Management of the YCU and the Executive Committee of the URC (YP) Trust and working in collaboration with the Chairs of the two Trust companies ensure that all necessary actions are progressed.
4. In consultation with the YCU Chair, the Synod Finance Manager and the Synod Property Officer, to prepare YCU agendas.
5. In consultation with the URC Trust Chair, the Synod Finance Manager and the Synod Property Officer to prepare URC Trust agendas and papers.
6. To act as secretary to the Committee of Management of the YCU.
7. To be the principal point of contact for the Synod's solicitors and surveyors including ensuring effective, efficient and timely communication processes.
8. In consultation and discussion with the Synod Property Officer and the Line Manager to represent the Synod at meetings of PLATO and other national United Reformed Church or Ecumenical groups as may from time to time be formed.
9. Working with the Synod Property Officer to take the lead in transactions relating to land and property, as follows:
 - a) At the point whereby purchases, sales, leases, licences, closures, easements and sharing agreements become the responsibility of the Synod's Trust companies.

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- b) Once a transaction has been authorised to deal with agents, surveyors, architects, etc. and, if necessary, the Charity Commissioners throughout the process.
- c) Liaison with others as required, including, the Synod Moderator, the Synod Clerk, the Synod Treasurer and other Synods through the PLATO network.

10. Working with the YCU Chair and others as appropriate:

- a) To ensure the collection, collation and transfer of information from local churches to the Synod database in connection with the churches' delegated authority to hire premises.
- b) To monitor model hiring and licence agreements in liaison with solicitors as appropriate.

11. Working with local churches and others as appropriate to enable compliance with legislation and with the requirements of the Trusts on which local church assets are held.

Other responsibilities

- a) Working together with the Synod Finance Manager and Synod Property Officer to advise Synod on changes to relevant legislation.
- b) To maintain regular and ongoing communications, updating churches regarding the progress of transactions relating to property where YCU is providing a service to local churches.
- c) To support churches by pointing them towards information, advice and further sources of that information and advice in response to enquiries by telephone, email and letter.
- d) Working with the respective Chairs of the Trust Companies (and others) maintain and monitor risk registers to enable compliance with Company and Charity Commission requirements.
- e) Oversee process of Sharing Agreements with the churches, the other denominations and solicitors when necessary.
- f) To oversee the secure storage and control of deeds.
- g) To attend bi-annual meetings of Synod.
- h) To assist in ensuring up-to-date relevant Trust information is available on the Synod website.

Any other duties as may from time to time be agreed between the postholder and the Synod.