



CREATING ENERGY WE CAN ALL FEEL GOOD ABOUT

lowcarbonhub.org

Company Secretary

Job description

Title of post:	Company Secretary
FT or % P/T:	Full time
Principal location of work:	Holywell House, Osney Mead, Oxford OX2 0ES
Immediate line manager:	CEO
Line management:	Stakeholder Finance Coordinator, Board Administrator
Salary	£38-45,000 plus 4% employer's pension contribution
Hours	36 hours a week
Holiday entitlement	25 days a year plus Bank Holidays

About us

The Low Carbon Hub is a social enterprise that's out to prove we can meet our energy needs in a way that's good for people and good for the planet. We develop community-owned renewable energy in Oxfordshire and re-invest 100% of our surplus in our mission to create an energy system we can all feel good about.

We develop, deliver, and manage community-owned renewable energy projects. Our growing portfolio includes more than 40 roof top solar arrays on schools and businesses across Oxfordshire, the largest community owned hydro on the Thames, and the UK's largest community owned ground mount solar park currently under development.

We work with partners, large and small, including community groups, local authorities, commercial businesses, and academics to demonstrate in practice how we can transform to a zero-carbon energy system. Our innovation work includes two pilot programmes supporting energy efficiency and Project LEO, one of the UK's most ambitious, wide-ranging, and innovative energy trials. You can read more about us on our website: www.lowcarbonhub.org.

Overall purpose of the role

An opportunity has arisen to join the Low Carbon Hub at a very exciting point in our development. As we complete the major UK Smart Energy Demonstrator, Project LEO (www.project-leo.co.uk), and use the learning from that to develop our next

Low Carbon Hub

Business Plan, we need to ensure that our compliance and management systems are fit for the ambitious purpose we are likely to set for the organisation for the next 10 years.

Reporting to our CEO, the Company Secretary will provide guidance on corporate governance to the Low Carbon Hub IPS and CIC directors, including the direction, management, and control of the companies and compliance with legal and regulatory requirements.

The Company Secretary will also be responsible for ensuring that the Low Carbon Hub remains a resilient organisation, with the right office, risk management, and human resource management systems in place to assure the good and safe functioning of the overall business.

We are looking for someone who shares our values and gets our mission; someone who thrives in a fast-paced environment of continuous change. The Low Carbon Hub is a small social enterprise that ‘punches above its weight’ and we need a Company Secretary who can ensure our systems remain fit for purpose as we grow and change.

Responsibilities

1. Boards management

- Convening and servicing annual general meetings, and Boards meetings
- Convening and servicing sub-committees of the IPS Board, including the Investment Committee, the Remuneration Committee and the Audit Committee
- Producing agendas, taking minutes, conveying decisions, handling correspondence etc.
- Providing legal, financial and/or strategic advice during and outside of meetings
- Ensuring directors and members of the senior leadership team receive the right induction and training on corporate governance matters
- Providing support to the Boards or other committees on specific projects.

2. Compliance

- Ensuring that Annual Returns are made to Companies House and the FCA in a timely fashion and to the standards of information required in them
- Keeping up to date with any regulatory or statutory changes and policies that might affect the Low Carbon Hub, particularly including health and safety and GDPR requirements
- Implementing processes or systems to help ensure good management of the Low Carbon Hub and compliance with legislation
- Writing reports and collating information.

3. Shareholder relations

- Maintaining good shareholder relations and keeping the Board informed on shareholder views

Low Carbon Hub

- Maintaining the IPS Shareholder Register, ensuring that shareholders are kept informed about the performance of their investments and ensuring that interest payments are made in an accurate and timely way
- Maintaining the CIC shareholder register and ensuring that community shareholders are kept informed about and engaged with Low Carbon Hub activities
- Ensuring that good relations are maintained between the IPS (or its wholly owned subsidiaries) and our hosts.

4. Business Management

- Managing the office space and facilities (currently at Holywell House), including liaison with Oxford University as landlord and as colleagues sharing the building
- Managing and developing the cloud-based office systems including: Gmail, Box, Quickbase, and Civi-CRM
- Identifying and monitoring risks to business performance
- Dealing with company and staff insurance policies
- Managing contractual relationships with office suppliers
- HR administration including: policies, recruitment, contracts, payroll (working with the Finance Manager), personal development, and internal communications.

The successful applicant

- Previous experience in similar roles, not necessarily with social enterprises
- Shares our values and gets our mission
- The ability to combine meticulous attention to detail with playing a key role in developing and maintaining a high-performing team and Boards
- Thrives in a fast-changing SME working collaboratively at the cutting edge of smart community energy innovation
- A hands-on manager who is self-sufficient and confident in their role, able to work in a friendly and collegiate manner with a range of people – from Board directors to supporting staff, researchers to school administrators.