

ROPETACKLE ARTS CENTRE

Volunteer Company Secretary

Job Description



ROLE DETAILS:

Hours:

Place of work: Ropetackle Arts Centre

Commitment: Approx. 1 day per month, including bimonthly Board meetings

Remuneration: Voluntary (expenses reimbursed)

Start date: ASAP

ABOUT THE ROLE:

This is an exciting opportunity at Adur's flagship arts venue, the multi-award winning Ropetackle Arts Centre in Shoreham-by-Sea!

We're looking for a passionate, dynamic, proactive individual with a keen interest in the arts.

Ropetackle is a registered charity run by a Board of Trustees, a small team of dedicated staff, and a happy band of 80+ volunteers.

Since opening in 2007, it has become established as one of the leading arts venues in the south of England, attracting audiences in excess of 40,000 per year, and winning numerous awards including most recently the **2023 Adur and Worthing Business Award** for Hospitality, Tourism, and Leisure.

Ropetackle offers a year-round programme of live events and activities, as well as a range of community projects. From top comics to rock legends, bestselling authors to magical panto, Ropetackle brings local, national, and international artists to the heart of West Sussex.

Our mission is to engage and enrich the lives of the people of Adur, by delivering a sustainable, community-led and co-designed, dynamic programme of accessible, relevant, and wide-ranging creative activities, with top level professional performers and local artists.

Our vision is to make Adur an artistic centre of excellence; one that delivers an eclectic range of relevant, inspirational, and sustainable creative pathways and performance opportunities for people of all ages, backgrounds, and abilities.

MAIN RESPONSIBILITIES:

We are seeking a voluntary Company Secretary to join our Board of Trustees. This is a pivotal governance role, supporting the Chair and Trustees to ensure that Ropetackle operates to the highest standards of compliance and accountability.

The Company Secretary will:

- Oversee governance compliance with the Charity Commission and Companies House.
- Maintain accurate minutes of Board meetings and decisions.
- Advise Trustees on governance matters and best practice.
- Ensure statutory filings and reports are submitted on time.

PERSONAL SPECIFICATION:

We are seeking an individual with:

- An understanding of charity or corporate governance.
- Excellent organisational and administrative skills.
- Strong communication skills and sound judgement.
- A commitment to our mission, vision, and values.

Experience as a Company Secretary or similar is desirable.

HOW TO APPLY:

Please send your CV and a cover letter outlining how you meet the requirements of this role to:
centremanager@ropetacklecentre.co.uk