



## **SOCIETY SECRETARY JOB SPECIFICATION**

### **SOCIETY BACKGROUND**

Scotmid Co-operative is Scotland's largest independent co-operative and has been at the heart of Scottish communities since 1859. Our businesses include Scotmid Co-operative, Lakes and Dales Co-operative, Semichem, Funeral Directors, Post Offices and our property division. We employ around 4,000 people in Scotland, Northern Ireland and the North of England, across nearly 300 retail outlets.

As a co-operative society we are owned by our members who each have an equal say in how we are run, forming the foundation of our democratic process. True to our co-operative values and principles, Scotmid fulfils its core purpose 'to serve our local communities and improve people's every lives' through investment in our communities and supporting co-operative initiatives.

In the year to 31 January 2022, Scotmid had a turnover of over £400m and net assets of over £110m. Scotmid's Head Office is in Newbridge on the West of Edinburgh.

### **THE BOARD**

The Society has an elected Board of Directors, who are responsible for ensuring the Society's best interests are protected and for determining the Society's strategy in consultation with the Management Executive. Given the distinctive nature of cooperative societies, the Board has a duty to ensure that the Society acts as a bona-fide co-operative and adheres to the co-operative values & principles set out by the International Co-operative Alliance.

Until recently, the Board's secretarial duties were performed by the Chief Financial Officer. Due to a change in structure, the Board of Directors has taken the opportunity to create a new position of Society Secretary. This role will be based in Scotmid's Head Office and will report directly to and be accountable to the Board of directors.

### **JOB PURPOSE:**

The main responsibility of the Society Secretary will be to provide full secretariat support to the Board. In addition, the Society Secretary will provide support and guidance to the Community and Membership Team to ensure the effective implementation of the Society's Membership Strategy.

The key responsibilities of the role are as follows:

#### **Society Secretary**

- Ensure the efficient delivery of governance and secretariat services to the Board to support the Society's strategic objectives.

- Monitor and ensure the Board's compliance with legal and corporate governance requirements and to the Society's own rules and with the co-operative values.
- Act as a trusted advisor to the Board of Directors, providing advice, guidance and challenge as necessary.
- Promoting the interests of the Society as a trading, social and democratic organisation through the provision of a range of activities for society members.

### **Membership & Community**

- Provide support to the Manager of the Membership and Community team.
- Oversee compliance issues for Membership and Regional Committees
- Support with the Society's Membership strategy (as determined by the Board) across all of the Society's businesses.
- Support with initiatives to progress the Membership and Community team's development of community links and the organisation of community and membership events.
- Liaise with external bodies and other co-operatives.

### **KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED:**

This will be a challenging, but immensely fulfilling role. The successful candidate will require:-

- Experience of working as a Company Secretary, preferably with a membership organisation.
- Experience of minute taking at board/exec level
- Relevant qualification e.g. Chartered Governance Institute (formerly ICOSA) or equivalent,, accountancy, legal or equivalent qualification or part qualification [or equivalent experience in a senior management capacity.
- An affinity with Co-op values and principles. Previous Co-op experience is a strong plus point but not a pre-requisite. The main requirement is a willingness and desire to learn and embrace the co-operative approach.
- Excellent communication skills with ability to anticipate needs in the reporting line and respond to changing requirements.
- Experience of report writing, presentations, fielding questions at corporate or members' meetings.
- Sound organisational skills and the ability to manage flexible time commitments.
- Excellent people skills at all levels (Board, Senior Management & Members)
- The presence and gravitas to represent one of Scotland's largest businesses
- Experience preparing first draft materials, collating data and providing recommendations to the Board.
- Knowledge of developments in company secretarial software and technology.
- Knowledge of developments in governance practice.
- Ability to remain calm and focussed whilst managing high workloads and competing demands.

In return, the role will bring superb experience, in range and variety, within one of Scotland's largest businesses, where change is a constant and where there are exciting plans to develop the business, membership and community activities.

In personality fit, the successful candidate is likely to be:-

- |                 |             |                        |              |
|-----------------|-------------|------------------------|--------------|
| ▪ Pragmatic     | ▪ Committed | ▪ Honest & fair minded | ▪ Supportive |
| ▪ Diligent      | ▪ Credible  | ▪ Open                 | ▪ Humble     |
| ▪ Conscientious | ▪ Discrete  | ▪ Commercial           | ▪ Perceptive |

## **REMUNERATION PACKAGE**

There is an comprehensive remuneration package on offer for this demanding role:-

- Competitive salary potential commensurate with experience
- Defined Benefit Pension Scheme
- Tax beneficial share saving scheme
- BUPA (dental and health) for employee, reduced rates for family
- Cycle to Work salary sacrifice scheme
- Opportunity for hybrid working
- 34 annual holidays pro rata (rising to 39 after 5 years),