



# Job Pack

## Company Secretary

### Part Time

## Who are BFCCT?

**Blackpool FC Community Trust (BFCCT) is the official charity of Blackpool FC, based at Bloomfield Road Stadium. Working with residents as young as two years old up to adults in the later stages of life, Blackpool FC Community Trust provide a diverse range of programmes to increase social inclusion opportunities; improve physical fitness, health, and education; and lessen involvement in anti-social behaviour.**

Many of the initiatives we deliver are directly funded through partner organisations and grant-awarding bodies. Some of these include The Premier League; the EFL Trust; The PFA; Sport England; Big Lottery; The Football Foundation; NHS Blackpool CCG and Blackpool Council to name a few. BFCCT constantly evolves to support local need and by linking with local partners we can increase our impact on the town.

Working with so many organisations has allowed us to become a vital strategic partner in activity provision across Blackpool and the Fylde Coast. In addition to the wealth of programmes out in the community and local schools, BFCCT provide several education opportunities on site. These include an alternative to main-stream schooling for Year 10 and 11 students; Traineeships for those not currently in work or education; as well as full-time education offers as part of Blackpool FC Sports College. Studying at Blackpool FC Sports College gives students the unique opportunity to learn within the largest sports organisation in Blackpool. This means students can speak to, and gain experience from, professionals currently working in the sport, fitness, and leisure sector.

In recent years, the Community Trust has grown into a well-established organisation, providing something for everybody, that every Blackpool FC fan and resident should be involved with and very proud of. Last season we were awarded with Community Club of the Season at the Northwest Football Awards as well being crowned Regional Community Club of the Season at the EFL Awards.



# Our Mission

our core purpose...

To develop and deliver diverse community programmes and build partnerships to provide the people of Blackpool with the best opportunities.

We will do this by;

- Increasing social inclusion
- Improving physical fitness, overall health
- Reducing involvement in anti-social-behaviour
- Raising aspirations and expanding local education offers

# Our Values

How we go about our work...

In all of our work we will be;

**B**old &  
Innovative

We will encourage staff to innovate to provide the best possible opportunities for residents and be bold in the development of ideas and future plans.

**F**ocused on our  
Community

At all times, in everything we develop and deliver, we will have the people we are hoping to engage at the heart of our intentions.

**C**reative &  
Forward Thinking

We will find creative ways around barriers to engagement and develop programmes that are successful, accessible and enjoyable whilst anticipating future issues and trends.

# Our Vision

Where we want to go in the future...

To continue to change the lives of local residents and build a more healthy, active and work ready community.

<b>Job Title: Company Secretary</b>	<b>Salary: £55,000 - £60,000 (Pro-Rata)</b>
<b>Hours: Part Time - 20 Hours</b>	<b>Location: Bloomfield Road Stadium</b>
<b>Responsible To: Chair of Trustees</b>	<b>Closing Date: Wednesday 25th February, 5pm</b>

## Job Purpose

**Blackpool FC Community Trust is the official charity of Blackpool FC, based at Bloomfield Road Stadium. Working with residents as young as 2 years old up to adults in the later stages of life, BFCCT provide a diverse range of programmes to increase social inclusion opportunities; improve physical fitness, health and education; and lessen involvement in anti-social behaviour.**

In recent years the Trust has grown significantly and has become an established organisation, providing something for everybody, that every Blackpool FC fan and resident should be involved in and very proud of.

The Company Secretary will ensure that the Trust complies with all statutory, regulatory and governance requirements as both a registered charity and a company limited by guarantee. Reporting directly to the Chair of Trustees, the postholder will provide impartial advice and support to the Board of Trustees, while also advising the Chief Executive and senior leaders on governance, compliance and risk management.

The role will be central to maintaining compliance with the Charities Act, Companies Act, and English Football League (EFL) Trust Capability Code of Practice, as well as supporting strong governance, accountability and effective decision-making.

## Key Responsibilities

### Statutory and Governance Duties

- Ensure compliance with the Companies Act 2006, Charities Act 2011 and other relevant legislation and regulations.
- Maintain statutory registers and records and ensure timely filing of annual returns, confirmation statements, accounts and reports with Companies House and the Charity Commission.
- Ensure the Articles of Association remain up to date, legally compliant and fit for purpose; support periodic reviews and updates.
- Organise and oversee the Annual General Meeting (AGM) and any General Meetings, ensuring compliance with the Articles, including trustee retirement/reappointment processes.
- Provide impartial advice to the Chair and Trustees on governance best practice, including the Charity Governance Code and the EFL Capability Code of Practice.
- Lead on investigating any whistle blowing allegations on behalf of the Board.

## Board and Committee Support

- Enable constructive engagement between the Board of Trustees and senior management through effective governance processes.
- Act as governance professional lead for the Board of Trustees: prepare agendas, circulate papers, take and maintain accurate minutes and follow up on actions.
- Minute and provide governance support for the Finance and Risk Committee, School Committee and the proposed People Committee, ensuring accurate reporting to the Board.
- Support the People Committee in monitoring senior management appraisals, trustee recruitment, induction, and succession planning.
- Support the development of clear Board agendas, ensuring clarity between information and decision items.
- Lead on the recruitment of Trustees to ensure membership of the Board comprises the appropriate balance of skills, knowledge and experience.
- Lead on trustee induction, training and development programmes, ensuring Trustees understand and fulfil their legal and regulatory duties.

## Risk Management and Assurance

- Maintain and regularly update the organisation's strategic risk register, ensuring Board ownership, the identification of senior management leads, clear risk mitigation strategies and regular review.
- Support the Finance and Risk Committee in undertaking detailed reviews of key risks, controls and mitigation measures.
- Ensure the Board receives appropriate assurance on risk management, compliance, and internal controls from senior management.

## Advisory and Support

- Provide impartial governance and compliance advice to the Chair of Trustees and the Board.
- Advise and support the Chief Executive and Senior Leadership Team on governance, statutory, and compliance matters.
- Liaise with external advisers (legal, audit, safeguarding, HR) to ensure best practice compliance and governance.

The Post Holder will also be expected to undertake any other duties reasonably required, consistent with the responsibilities and level of the role.

## Person Specification

Essential
Highly developed interpersonal and communication skills including being able to discuss sensitive issues tactfully.
Knowledge of charity and company law, governance frameworks and regulatory compliance.
Experience of working with senior management teams and, in turn, accustomed to a high level of accountability.
Clear understanding of the legal duties, liabilities and responsibilities of non-executive directors and Trustees

Excellent organisational skills with the ability to draft clear agendas, minutes, policies and compliance reports.
A solid understanding of good corporate governance
Ability to act impartially, exercise sound judgment and maintain confidentiality.
Experience in risk management and developing governance policies and frameworks.
<b>Desirable</b>
A certified Company Secretary (ICSA/CGI) or equivalent senior governance/legal/ finance/ regulatory qualified professional.
Experienced solicitor, executive leader, finance expert or senior governance professional with experience in working with company/charity law.
Experience of working with or supporting a Board of Trustees or a Board of Non-Executive Directors.
Experience within a charitable, sporting or regulated environment.
Familiarity with safeguarding, equality, diversity and inclusion (EDI) and community-based compliance frameworks.

## Terms

- Part-time, 20 hours per week (flexible working arrangements may be considered in line with organisational policy).
- Salary (commensurate with experience) on a scale (Full Time Equivalent - £55,000 to £60,000) pro-rated. The role is envisaged as a PAYE salaried position; however, alternative contractual arrangements (e.g. day rate or consultancy basis) may be considered by agreement.
- The role is offered on a two-year fixed-term basis, with the potential for extension subject to review.
- Annual leave will be provided in accordance with the Trust's leave.
- Reports directly to the Chair of Trustees.
- Pension provision is available in line with the Trust's pension scheme
- Based at Blackpool Football Club with some flexibility for remote working, in line with organisational policy).
- Occasional evening/weekend work may be required in line with Board/Committee meetings and events.

# Employee Benefits

- **Free on-site parking**
- **Community Trust staff kit**
- **Allowance for work-related expenses**
- **Opt-in membership to the Perkbox discount platform**
- **Support with work-related CPD opportunities**
- **Club shop staff discount**
- **Corner Flag Restaurant staff discount**
- **Increased annual leave after 5 and 10 years of service**
- **Employee Assistance Programme**

## Important Information

Blackpool FC Community Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This role involves the supervision of and work with children and young people or vulnerable adults and therefore you will require an Enhanced Criminal Records Check (CRC) through the Disclosure and Barring Service (DBS) and clearance for work in football by the FA. As such, this post is exempt for the Rehabilitation of Offenders Act (1974) and the applicant must disclose all previous convictions including spent convictions.

Blackpool Football Club Community Trust is a Forces' Friendly Employer and encourages applications from members of the Defence community.

As Blackpool FC Community Trust is a diverse organisation that respects differences in race, disability, gender, gender identity, sexual orientation, faith, background, or personal circumstance we welcome all applications. We want everyone to feel valued and included within the organisation to achieve their full potential. Blackpool FC Community Trust is opposed to any form of discrimination and commits itself to the redress of any inequalities by taking positive action where appropriate.

You provide several pieces of data to us directly during the recruitment exercise. In some cases, we will collect data about you from third parties, such as employment agencies, former employers when gathering references. Should you be successful in your job application, we will gather further information from you. If you would like to know more about the data, we collect and how we use the data please email [selina.hayes@bfccct.co.uk](mailto:selina.hayes@bfccct.co.uk).

[www.bfcct.co.uk](http://www.bfcct.co.uk)