



*The*  
*Boleskine House*  
FOUNDATION

**Appointment of General Counsel and Company Secretary (Trustee)**

Boleskine House seeks a new trustee to join our existing and ambitious board at The Boleskine House Foundation SCIO (“BHF”). BHF is a Scottish registered charity which is regulated by the OSCR.

**Job description**

We have a vacancy to appoint a General Counsel and Company Secretary to the board of BHF as a trustee.

The General Counsel will provide strategic legal advice on all aspects relating to the charity and operational issues, covering governance, corporate and regulatory legal matters. The services provided by the General Counsel will guide organisational priority-setting and decision-making within BHF’s objectives. The General Counsel will lead and ensure efficient and effective management of legal and governance matters for the charity. The General Counsel will work closely with other trustees to ensure an effective communication and information flow that facilitates smooth and predictable decision-making and enables the charity to undertake its work.

This is a demanding and complex role and will require an experienced leader. It will be important to develop strong partnerships with other trustees and volunteers of the charity. Training and support on legal matters will be provided and you will have the opportunity to work with other experienced volunteers of the charity and to receive legal training from us as you grow and develop in your role.

All of our trustee positions are unpaid and the advised time commitment is approximately five hours per week.

**The work of the General Counsel / Company Secretary:**

- Acting as a first point of contact for the charity and responding to all communications sent to the main contact email address
- Coordinating with the Chairman/CEO and calling trustee meetings and keeping minutes of all meetings and resolutions passed

- Maintaining books and records of the charity, including all policies, procedures and registers
- Establishing effective and best practice governance processes for the board and taking a pro-active role in ensuring that policies and processes are fit for purpose
- Providing the necessary legal input on all contractual negotiations, being responsible for protecting the BHF's interests in the documentation and ensuring that a proper due diligence exercise is undertaken on contractors (support for this can be provided by other legal counsel volunteers of the charity also);
- Ensure effective processes and systems for the execution of contracts and other legal documents by authorised signatories and that complete and accurate copies of contract documentation are kept and are accessible
- Managing the insurance for the charity and review of insurance documentation alongside our external advisory team
- Managing relations with all volunteers of the charity, as well as due diligence on prospective volunteers
- Working with the Chief Financial Officer to prepare the Annual Report for the OSCR each year
- Assisting the Chief Financial Officer from time to time in relation to queries regarding Money Laundering Rules and compliance with the charity's Major Donors Policy

### **Main duties**

- Protect and enhance BHF's endeavours, objectives and reputation by providing timely and appropriate legal and governance advice
- Develop a corporate legal strategy that promotes and protects BHF's interests
- Show visible and effective leadership to embed an open and inclusive culture which promotes BHF's values of being collaborative, committed and creative
- Drive a culture of professional excellence and agility, as well providing visible and effective leadership of the team
- Provide high quality legal input to the deliberations of the board
- Coordinate the charity's response to litigation or any potential legal challenges
- To act as an ambassador for the charity

### **Knowledge and experience**

- An experienced lawyer with knowledge of corporate governance, commercial contracts and charity law
- An effective communicator with strong influencing skills who can support the charity at a strategic level as it grows and develops for the future

Training in legal matters can be provided and so this should also be seen as a learning opportunity for you as well as it is support for us.

## **Equal opportunities**

BHF is committed to providing equal opportunities in its volunteer roles through its inclusive and supportive environment. This means that everyone who applies to volunteer for the charity is treated equally, whatever their gender, age, ethnic origin, nationality, marital status, disability, sexual orientation or religious beliefs. We are fully committed to an environment in which all people can excel.

## **How to apply**

If you wish to apply please email your CV and cover letter to [info@boleskinehouse.org](mailto:info@boleskinehouse.org). Applications will be considered as and when received and a two stage interview process will operate with different trustees.

Candidates must be willing to comply with all charity policies and procedures and be prepared to sign appropriate Volunteer and NDA agreements.