



Volunteer Company Secretary

Our Mission:

Strutts Community Centre is more than just a building – it's a vibrant hub where people connect, learn, and thrive.

Housed in a beautiful historic former school, The charity's mission is to preserve this heritage site as a safe, welcoming and accessible community hub for local people, groups and events.

We are run entirely by volunteers who share a passion for community, heritage, and making a difference.

How it works:

Strutts Centre Limited is the trading arm of the Strutts project and supports the ***Guardians of Strutts***, the registered charity that owns and protects the historic Strutts Community Centre building in Belper. Every penny made by the company is reinvested into the centre.

While the ***Guardians of Strutts*** focus on heritage preservation and charitable objectives, ***Strutts Centre Limited*** runs the day-to-day business operations: managing room hires, events, and services that generate income to maintain and improve the building. Together, we are working hard to ensure that this much-loved community asset remains financially sustainable, well-maintained, and full of life.

The Impact You'll Make

As our Volunteer Company Secretary, you will be the cornerstone of our legal and administrative compliance. Your work will ensure that our company meets its statutory obligations, maintains accurate records, and operates with transparency. By keeping our governance in order, you'll help safeguard the future of Strutts Community Centre and allow our operational team to focus on delivering services to the community.

What You'll Do

- Maintain the company's statutory registers and records.
- Prepare and submit annual returns and other required filings to Companies House and the Charity Commission.

- Liaise with The Guardians of Strutts (trustee's) Secretary.
- Ensure compliance with the company's Articles of Association and relevant legislation.
- Keep accurate records of board decisions and company policies.
- Manage official correspondence and legal notices on behalf of the company.
- Support the other directors in organising company meetings, including preparing agendas, circulating papers, and recording minutes.
- Monitor deadlines for statutory filings and ensure they are met.

What You'll Bring

- An organised and detail-oriented approach, with the ability to manage deadlines.
- Familiarity with company administration or willingness to learn.
- Strong written and verbal communication skills.
- Discretion and integrity when handling sensitive information.
- Confidence in using email, word processing, and basic spreadsheet tools.
- A commitment to the values and mission of Strutts Community Centre.

Why You'll Love It Here

- Be part of preserving a unique piece of Belper's heritage.
- Work alongside a friendly, dedicated team of directors, trustees and volunteers who share your commitment.
- Make a tangible difference to the lives of local people.
- Flexible hours to fit around your other commitments.
- The satisfaction of knowing your skills are helping a community asset thrive.

We welcome applications from people of all backgrounds and experiences.

Diversity strengthens our team and our community.

Join Us If you're ready to help us to make a lasting difference, please send a letter of application telling us about your skills and experience, to the Guardians of Strutts at: trustees@gos.strutts.org.uk