

# Governance and Compliance Manager Job Pack

## Welcome

I'm delighted you are thinking of joining us at the Society of London Theatre and UK Theatre as Governance and Compliance Manager.

Our organisations are the membership bodies for the theatre sector, representing theatre producers, managers, owners, and operators both in London's West End and across the UK – a vibrant and diverse sector delivering world class theatre. Theatre and the performing arts industries enrich our lives and strengthen our sense of belonging and are a cornerstone of both the levelling up and growth agendas – it's a rewarding sector to work in. While a background in theatre or the arts is not essential to work here, an appreciation for performing arts and the importance of cultural activities as an integral part of our lives is important.

It is an exciting time to join as we are in the early stages of embedding a new vision and mission following a fundamental strategic review process and appointment of a new executive team. We now have an exciting five year strategy and ambitious goals that will deliver for our members. To achieve, we need an organisation that is fit for purpose, with the people, systems and processes needed to make an even greater impact. That's where you come in. As Governance and Compliance Manager you will deliver high quality governance across our 3 organisations within an transparent and effective framework which delivers for our members and stakeholders. You will work closely with colleagues across our delivery teams and our Boards to fit efficient decision making within an effective framework which aligns strategy to delivery. You will work closely with colleagues across the business to ensure our procurement processes deliver value for money and mitigate risks.

We have a fantastic team of around 60 people working across our main office in Rose Street in Covent Garden and the TKTS Booth in Leicester Square. Our social committee ensures that we have plenty of opportunities to get to know each other and our sustainability committee is working hard to ensure we play our part in protecting the planet. We have a hybrid working model giving our teams flexibility on where they choose to work whilst valuing the advantages of building in-person connections.

I hope you find this role of interest and look forward to receiving your application.

All best wishes  
Harriet Jones  
Director of Finance and Operations

# Governance and Compliance Manager



## Contract type

Permanent (part time, 21 hours per week). All roles are open to job share, agile and flexible working.



## Salary Band

Band C (£40,000 to £55,000 FTE, pro-rated for part time), there is an expectation that you would start at the bottom of the band.



## Annual leave

Annual leave for a full-time role is 25 days rising to 27 days after 5 years.



## Who we are. What we do.

Based in the heart of Covent Garden, Society of London Theatre and UK Theatre are the membership bodies for the theatre sector, representing theatre producers, managers, owners, and operators.

We have a shared staff team working together to deliver our joint vision and mission for our two organisations.

As a not for profit organisation, our members are at the heart of everything we do and we support them by offering specialist advice, sharing good practice, collective bargaining, networking, advocacy, audience development and raising the profile of theatre through major events and campaigns.



**Our Vision** - the world we want to see - is a **dynamic, sustainable and world class theatre sector.**



**Our Mission** - what we do as an organisation - is to **champion theatre and support our members to thrive.**

We operate under **3 joint priority focus areas** that allows us to deliver on our vision and mission:

- A growing, engaged and united **membership**, including a skilled, diverse and productive workforce for now and the future
- To inspire, attract, retain and diversify theatre **audiences**
- **Advocate** to support growth across the sector.

## Our Membership

[UK Theatre](#) represents approximately 240 theatres, concert halls, dance companies, producers and arts centres throughout the UK. UK Theatre also operates as a professional association, supporting over 1,400 individuals working professionally in theatre and the performing arts in the UK.

[Society of London Theatre \(SOLT\)](#) is a not-for-profit organisation which represents approximately 230 London-based producers, theatre owners and managers, including all the major subsidised theatrical organisations in London.

### **Our Diversity, Equity and Inclusion policy**

We are committed to putting diversity, equity and inclusion at the heart of everything we do. We do this through recruiting from the widest spectrum of channels, constantly reviewing our policies and procedures to ensure they are fit for purpose and giving all our staff a voice. Our mission to produce a skilled, diverse and productive workforce for now and the future is crucial to our success as an organisation.



## Role Description

The role covers 3 related entities: Society of London Theatre (SOLT, a limited company), UK Theatre (UKT, a limited company) and Theatre Development Trust (TDT, a charity). As Governance and Compliance Manager, you will be primarily accountable for ensuring that that the organisations operate within the relevant legal, regulatory, and good practice frameworks, including in relation to company law, data protection, contract management and - for TDT - charity regulations. As membership organisations, SOLT and UKT operate in the interest of their members and as set out in their respective Articles. Reporting to the Director of Finance and Operations, the role involves liaising with board, senior management, and external regulatory bodies to support best practice in governance, risk management, and compliance.



## Key Responsibilities and Accountabilities

- Serve as Company Secretary and liaise with the SOLT, UKT and TDT Boards, providing comprehensive support throughout the entire governance cycle. Working with the Head of Projects and Strategy this includes Board, Committee and AGM agenda preparation, collating and sometimes drafting papers, some taking of formal meeting minutes and managing delivery of action points
- Serve as the primary liaison on governance and compliance related issues for both internal and external stakeholders, collaborating with the Presidents, the Co-CEOs and Executive Leadership Team to uphold governance standards
- Provide advice and guidance to the Boards and Committees, enabling timely authorisation and feedback where appropriate
- Oversee the process of Board elections and President/Vice-President elections ensuring that the whole process is conducted in line with the Articles of Association of each organisation
- Work with the Presidents and Co-CEOs to develop a comprehensive Board induction and development plan informed by best practice and in line with relevant company or charity regulations, including training and development, and preparation and facilitation of the Board induction and away days
- Work with the Director of Finance and Operations and wider team to produce the annual Reports and Account for each organisation
- Working with the Executive, assess and manage organisational risk, keeping the risk register current and ensuring regular reviews by the Board
- Work with insurance brokers to ensure that insurances are up to date and fit for purpose for the Charity's activities
- Manage the relationship with UK external lawyers and ensure that the Charity receives good quality and pragmatic legal advice, and taking specific responsibility for managing trademarks
- Work with Head of Strategy, Projects and Innovation to ensure the management of activities in TDT meet regulatory and stakeholder requirements, specifically in respect of awarding and management of grants
- Work with the Operations Manager and Risk and Sustainability Manager to ensure the compliance for Rose Street and TKTS Booth are adhered to
- Submit returns and filings as relevant to adhere to legal and regulatory obligations, including filings with Companies House and Charities Commission and address statutory matters efficiently
- Be responsible for company-wide governance related policies, ensuring compliance and regular development and review to fulfil best practices

- Implement continuous improvement of data management processes in line with data protection regulations, including appropriate training for staff
- Implement and manage procurement policies and processes which ensure value for money for the organisations, including maintenance of a contracts register
- Undertake any other duties as reasonably required
- This role may include some work on evenings and weekends, as required by your line manager and directed by the Events team



## Directorate

This role sits within the Operations team whose focus is to ensure the organisation operate as effectively and efficiently as possible. Our team operates across Finance, HR, Technology and Digital, Facilities and Governance, to ensure that systems and processes are set up, promote smooth delivery and support the work of the organisations, this includes adherence to industry standards and regulations.

### Reporting to your line manager:

Director of Finance and Operations

### Direct reports:

None



## Technical knowledge and skills required

- Deep understanding of good governance and best practices in not for profit companies (and charities and / or membership organisations – desirable)
- Experience working closely with trustees, non-executive or c-suite boards.
- Strong oral and written communications skills.
- Strong attention to detail and ability to manage multiple workstreams to deadlines
- Excellent problem solving and interpersonal skills.
- Ability to work remotely and independently and to collaborate with other teams.
- Understanding of UK data protection laws and their application
- An understanding and commitment of equality, diversity and inclusion
- A interest and broad understanding of the theatre industry



## Competencies

Here are the key competencies for this level:

### Impact

As a manager in the organisation, you are responsible for the management and delivery of a specific function(s) within SOLT/ UKT to the highest possible standard, ensuring that activities and projects meet goals and KPIs.

You will support the development of and deliver on, business goals and strategic plans.

You will evaluate your functions performance and make recommendations for improvement. You will feed into the development of business and strategic plans. You will project manage a range of cross organisational projects and/or projects with members.

### Communication

A good communicator, you manage relationships with stakeholders and members within your function to achieve positive outcomes. When required you will be an effective advocate for the organisations at meetings with members or other stakeholders.

### Innovation

You will set direction and champion innovation within your function.

You will promote a culture, seek best practice from our sector and others to ensure innovation and improvement.

You will problem solve and make business decisions within your function, and feed into strategic and business decisions at an organisational and sector level.

### Knowledge

You will have significant expertise and qualifications that contribute to your function.

You invest in your own development, implementing learnings and making suggestions.

### Culture

Support the culture of transparency, equality, diversity and inclusion, fairness and personal development for all staff.

Ensuring that personal development programmes are in place for those you line manage and demonstrate the best possible management experience to them.

A team player, willing to grab hold of opportunities and support the priorities of others when needed.

# Benefits

## Summary of Non-Salary Employee Benefits

- Contributory pension scheme: Employer Contribution: 5% of gross pay; Employee Contribution: Minimum of 3% of gross pay
- Death-in-Service Insurance Cover – 3 x annual salary.
- Income Protection – long term sickness cover for a proportion of salary for up to 2 years.
- 25 days annual leave plus bank holidays, rising to 27 days annual leave after 5 years continuous service.
- Continuous professional development and training opportunities.
- Non contractual time off: Birthday off or a day off within two weeks of birthday. Company Closure Day, normally on a day next to a Christmas bank holiday.
- Social Committee - organise various social events during the year.
- Theatre Tokens - 10% staff discount.
- Opportunities for free theatre tickets.
- Opportunities to get involved with events such as West End Live, Olivier Awards, Kids Week workshops, Theatre Craft (jobs fair for craft roles in theatre sector).
- Local retail discounts through Heart of London Club and Love Covent Garden.
- Annual Eyesight Test paid for.

The following apply after probationary period:

- Interest free Travel Season Ticket loan
- Cycle to work scheme
- Private Medical cover for SMT

# Apply today

Please send your CV and cover letter (no more than 2 pages) to:

[jobs@soltukt.co.uk](mailto:jobs@soltukt.co.uk)

## Timeline

Application deadline: Sunday 30 June

Shortlisting: Wednesday 3 July

Initial interviews: week commencing 8 July

Second stage interviews: week commencing 15 July