About us...

Lincolnshire Co-op is a long-standing, community-focused organisation proud to serve the people of Lincolnshire and surrounding counties. Our Support Centre, based in Lincoln, is the operational heart of our business. It's home to a range of specialist teams who work behind the scenes to support our front-line colleagues and ensure we deliver exceptional service across all our trading areas.

Essential Information – what you need to know

Job purpose:	- Responsible for ensuring high standards of corporate governance across the Society and its subsidiaries, providing expert, strategic, and pragmatic advice to the Board and Executive Leadership Team to support effective decision-making. - This role is key to enabling the long-term success of the Society by organising, facilitating, and promoting good practice in the planning and conduct of Board and Committee meetings, ensuring agendas are well-prepared, discussions are structured and documented, and follow-up actions are tracked to maintain accountability and governance standards.
Your hours:	- 39 hours per week (FTE)
You'll report to:	- Group Secretary and General Counsel GS&GC
Your relationships:	- Key internal relationships including the Board of Directors, CEO, CFO, and wider Executive Leadership Team (ELT). - Collaborating with the GS&GC to foster collegiate ways of working between the Board, its Committees, the CEO, and the ELT. - External contacts including Auditors, Solicitors, Co-operative UK, and other key advisors. - Maintaining a range of external networks to support governance and strategic objectives.
What you'll bring to us:	- Strong and up-to-date knowledge of corporate governance frameworks and regulatory requirements, with the ability to apply this in a practical and proportionate way. - Experience in communicating and building effective working relationships at all levels, including Board members, senior leaders, and a wide range of external advisors and stakeholders. - Educated to degree level (or equivalent experience) with excellent written, verbal and analytical skills - An ability to prepare high-quality reports and provide clear advice to support decision-making. - Legal or ICSA qualification is desirable and would be an advantage in this role. - A professional approach with the ability to demonstrate sound judgement and discretion at all times. - A clear and concise communicator, able to convey complex information in a way that is easy to understand and tailored to the audience. - A strong appreciation of, and alignment with, the purpose, values and co-operative approach of Lincolnshire Co-operative. - Previous experience of working in a regulated environment, with an understanding of the importance of compliance and best practice governance.
Key role requirements:	- A full UK driving licence and access to a vehicle that can be used for business use.

Together we



Providing and supporting valued services



Helping to grow the local economy



Caring for our health and wellbeing



Looking after our local environment

Your Purpose – I will contribute to **my team and the Society's ongoing success in this role by…**

Your duties and responsibilities:	- Providing high quality company secretarial and corporate governance services across the Society and its subsidiary businesses. - Reviewing and overseeing the governance framework to ensure it remains fit for purpose, supports timely and effective decision-making and aligns with the Society's business model. - Advising on, interpreting and ensuring adherence to the Society's Rule Book, Co-operative and Community Benefit Act 2014, Corporate Governance Code and other key documents. - Ensuring decisions and transactions are taken in line with the Society's delegation framework across all entities. - Supporting the GS&GC with director induction, training and development, and coordinating arrangements for annual director appraisals and appointments. - Setting agendas for Board and Committee meetings in conjunction with the CEO and Chair, ensuring ELT input is represented and reflected. - Maintaining statutory registers and ensuring timely submission of all required filings. - Drafting governance-related sections of the Society's Annual Report and coordinating the production and distribution of board packs, agendas, minutes and action logs. - Maintaining and updating the library of governance policies and procedures (including Matters Reserved to the Board and Committee Terms of Reference). - Attending Board, Committee, AGM and Annual Members' Meetings to provide advice and ensure good governance practice. - Ensuring the Board receives accurate, timely and comprehensive management information to support effective oversight. - Maintaining records of any Board or Senior Management conflicts of interest and ensuring these are appropriately managed. - Developing the Society's horizon-scanning capability and reporting on emerging governance developments, implementing new requirements as appropriate. - Producing guidance, training and communications to promote good corporate governance practice across the Society.

Together we



- Trustworthy – we do what we say we'll do and trust others to deliver to the best of their ability
- Helpful - we support and challenge each other collaboratively, no matter the role or level.
- Respectful - we listen to other views and opinions with consideration and celebrate differences.
- Inspiring - we role model what good looks like and lead by example to be better.
- Valued - we recognise achievements and appreciate everyone's contributions.
- Empowered - we listen and encourage each other to take opportunities.

Your Approach – how you will contribute to **your team and the Society's ongoing success in this role.**

I will be trustworthy by:	- Providing quality company secretarial and governance services across the Society's entities. - Ensuring decisions and transactions comply with the Society's delegation and regulatory frameworks. - Maintaining statutory registers and submitting all legal filings accurately and on time. - Advising on, and ensuring adherence to, the Rule Book and governance requirements.
I will be helpful by:	- Supporting the GS&GC with director induction, development programmes and appraisals. - Setting agendas with the CEO and Chair, ensuring ELT input is represented. - Producing and distributing accurate board papers, agendas, minutes, and action logs. - Drafting governance sections of the Annual Report to support stakeholder communications.
I will be respectful by:	- Attending Board, Committee and Member Meetings, providing sound advice and guidance. - Ensuring the Board receives timely, comprehensive information for effective oversight. - Maintaining conflict of interest records and ensuring appropriate management actions. - Collaborating with stakeholders to ensure governance processes reflect the Society's values.
I will inspire others by:	- Developing horizon-scanning capability to identify and act on governance developments. - Promoting good practice by producing guidance, training and governance communications. - Championing a culture of accountability and transparency across all levels of the Society. - Encouraging improvement of the governance framework to support strong decision-making.
I will value people by:	- Ensuring governance arrangements support the Society's purpose and business model. - Recognising the importance of clear information in supporting Board effectiveness. - Building trusted relationships with directors and senior leaders across the organisation. - Supporting new requirements and changes to further enhance governance effectiveness.
I will empower others by:	- Reviewing and overseeing the governance framework to ensure it remains fit for purpose. - Maintaining governance policies, procedures and committee terms of reference. - Implementing new governance requirements and monitoring their ongoing effectiveness. - Leading projects to enhance compliance and governance across the Society.

Your

Together@ Lincolnshire Co-op

- Adhering to Principles and Values - responding suitably to values-led decisions
- Presenting and Communicating Information - translating information appropriately
- Relating and Networking - sharing knowledge to develop and learn from others
- Working with People - building a strong and adaptable team

Your Behaviours – how you will contribute to **your team and the Society's ongoing success in this role.**

I will adhere to the principles and values of the Society by:	- Being honest, transparent, and consistent in all actions and communications. - Treating others with dignity and respect, valuing their diversity and different perspectives. - Listening actively and considering the opinions of others. - Taking accountability for my actions and decisions. - Fostering a spirit of teamwork, co-operation and positive relationships.
I will present and communicate information clearly by:	- Building and maintaining positive relationships with colleagues and stakeholders. - Actively engaging in networking opportunities to enhance collaboration. - Sharing information and resources to support others. - Demonstrating empathy and understanding in interactions. - Encouraging a culture of inclusivity and respect within the team.
I will build a network of customers and colleagues by:	- Being open-minded and flexible in the face of new challenges. - Embracing change as an opportunity for growth and improvement. - Actively seeking feedback to understand areas of adaptation. - Encouraging others to share their thoughts on changes and adapting together. - Developing resilience to navigate uncertainties effectively.
I will work collaboratively with my colleagues by:	- Communicating ideas clearly and confidently to gain support. - Understanding the perspectives of others to build rapport and trust. - Actively listening to feedback and adapting messages accordingly. - Demonstrating credibility through knowledge and expertise. - Encouraging collaboration and consensus-building in decision-making.